

****NEW JOB**** An Art Recruitment Search Firm are seeking an Office Manager/PA. Based in Soho and paying up to £23,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job Title: Office Manager/PA

Location: Soho

Salary: Up to £23,000

Job Description

Business Administration:

Managing the main email account, processing applicants and CVs.
Managing all web applications via web platform.
Being first point of contact on the phone.
Managing the office diary.
Processing client contracts.
Updating and developing the database, streamlining the system for searches.
Processing applications (info) and passing onto consultants. Authoring and editing write-ups for candidates and roles.
Daily LinkedIn summary of new connections and correspondence with candidates.
Roundup of weekly interview diary every Friday.
Print CVs for consultants' daily interviews.
Monthly round ups of cases - completed and ongoing.

PA Duties:

Supporting two consultants with their administration, arranging interviews and meetings.
Conglomerating data, conducting research on candidates for database.

Social Media:

Developing social media strategy and implementation. Managing LinkedIn, Facebook, Twitter, Instagram, Wikipedia. Keeping abreast of current art world events.

Office Administration:

Keeping the office tidy, buying flowers etc.
Liaising with cleaners and all other external contacts and/or suppliers including IT support, ordering weekly shop, stationery orders and organisation.