

****NEW JOB**** A global financial services firm is seeking an Operations Support Assistant. Paying up to £29,000 and based in the City. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job Title: Operations Support Assistant

Location: City

Salary: Up to £29,000

Job objectives and responsibilities

- Provide quality administration support to the National Account Director and Senior Manager
- Courier and stationery supplier management
- Assist with invoice reporting and adhoc queries
- Travel bookings for both client and Senior Managers/staff
- HR Administration support including CRB checks
- Provide support to the National Projects Manager when required
- Scheduling meetings and minute taking
- Management of the stationery ordering process, from ordering through to invoicing
- Support for the Senior Management Team

Main duties

- To provide administration support at Director/Senior Manager level, including diary management, sustainability and purchasing reporting, travel bookings and accommodation requirements
- Be responsible for regular supplier review meetings
- Arrange meetings, including minute taking where required both on and off site
- Take responsibility of supplier invoicing, raising purchase orders and reporting
- To be flexible in ones approach to adhoc tasks when they arise
- Ordering of staff uniforms and distribution
- Sustainability reporting
- Distribution of monthly reports, including couriers and data
- Arranging new starter accounts, ordering IT equipment and mobile phones where required
- Processing expense claims for Account Director
- Manage Senior Management holiday database

Person Specification

- Good typing speed/minute taking
- Proficient excel skill
- Highly organised
- Ability to maintain confidentiality