

**\*\*NEW JOB\*\*** A property development company is seeking a Float Assistant. Based in Marble Arch and paying £35,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

**Job Title:** Float Assistant

**Location:** Marble Arch

**Salary:** £35,000

**Key responsibilities:**

- Diary management- diaries are very busy and often back to back
- Inbox/email management- proactively assessing emails, taking appropriate action, forwarding information as required and filing
- Pro-actively pulling together papers in preparation of meetings
- Arrange meetings via outlook including inviting external guests and liaising with other secretaries
- Create reports, documents, letters and PowerPoint presentations
- Print and bind documents as required
- Answer telephone calls and deal with them accordingly
- Travel arrangements- book travel/accommodation/restaurants and coordinate itinerary for the duration of the cover
- Additional ad hoc duties as required

**Requirements:**

- Experience of supporting stakeholders at all levels
- Excellent organisational and communication skills (oral and written)
- Works well under pressure
- Confident, pro-active, self-starter, professional, attention to detail
- A collaborate team player who is flexible and willing to take on 'ad hoc' tasks
- Must have advanced knowledge of Outlook, MS Word, PowerPoint and Excel
- Possess reasonable numeracy skills
- The flexibility to take on a variety of tasks and have the ability to prioritise
- A willing and friendly approach to dealing with bigger teams and their requests, and the ability to solve on the spot problems
- Ability to plan your own work and refer to your line manager with any challenges
- A pro-active and innovative approach to improvements; such as suggesting ideas and being open minded to the ideas of others