

****NEW JOB**** A social media organisation is seeking a PA to their Directors. Paying up to £30,000 and based near Tottenham Court Road. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job Title: PA

Location: Tottenham Court Road

Salary: Up to £30,000

Job specification:

- Diary management for the Directors. Responsibility for diary planning and arranging appointments/meetings.
- Taking phone calls and enquiries and handling them appropriately.
- Meeting and greeting clients and visitors.
- Arranging travel for all business trips.
- Producing documents, reports and presentations for Directors.
- Attending meetings where needed and ensuring Directors are well-prepared.
- Liaising with clients and other team members where necessary.
- Handling of social media; Twitter and Instagram.
- HR responsibilities; handling of the on-boarding process as required.
- General office management duties.
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Key skills and attributes:

- Excellent communication skills and personable telephone manner.
- Highly organised person with great attention to detail.
- Ambitious and driven individual who takes a logical approach to tasks.
- Outgoing and friendly personality.
- A willingness to get involved as the business continues to expand.
- PA experience is desirable.