

**** NEW JOB**** An Auctioneers is seeking a Team Assistant. Paying £22,000 and based in Bond Street. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Team Assistant

Location: Bond Street

Salary: £22,000

Dealing with a wide range of jobs relating to the day to day running of the office, specific tasks include:

- Responsible for opening the office and ensure it remains tidy and secure throughout the day
- Greet clients / customers both in person, via email and on the telephone
- Manage office supplies
- Process bids, invoices, receipts and requests on the in-house Auction software
- Liaising with colleagues in second office to ensure goods are transferred between the two offices efficiently
- Manage the London Office Calendar - ringing clients to confirm their scheduled meeting
- Ensure that the Intranet page for the London Office is kept up to date
- Take ownership of our London Viewing Days – helping organise the items to view, looking after customers and colleagues attending the event

The company uses Microsoft Dynamics and while specific knowledge of this software is not required as training is provided; a sound knowledge and familiarity with Microsoft products is essential.

You should be a confident and clear communicator, able to liaise across all levels. The team you are supporting is increasingly busy so you will have good time management skills with the ability to work well under pressure.