

**** NEW JOB**** A global advisory firm is seeking an Administrative Assistant. Based in Victoria and paying £22,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Administrative Assistant

Location: Victoria

Salary: £22,000

THE ROLE

Reporting to the Office Manager, the Administrative Assistant will support the PA team, and therefore the wider team generally, with responsibilities including:

Support to PA Team:

- Typing proposals, job descriptions, CVs, research reports, weekly updates and saving in the client folder.
- Assisting with providing all relevant client background information for example biographies and maps.
- Assisting PA's in arranging candidate (and client if needed) travel to include typing up a detailed travel itinerary, flights, hotels, meeting rooms etc.
- Assisting with arranging Skype/video conferencing for global client/candidate interviews.
- Producing reports when required.

General office duties

- Logging and responding to all speculative CV's sent to company
- Office housekeeping duties such as post, reception flowers, stationery and grocery shop.
- Kitchen maintenance, replacing damaged crockery, reporting faults with equipment, maintenance of coffee machine, stock of soft drinks and wine.
- Production of daily meeting timetable.
- Filing and photocopying as required.
- Assisting Office Manager in database projects.
- Assisting Office Manager in general upkeep of office.
- Assist with social committee arrangements for social and corporate events, sending invitations, creating biographies, booking venue, compiling guest lists etc.
- Providing holiday/sick cover for other PAs when required.

- Arranging qualification checks for all candidates on a shortlist. This involves liaising with the university and obtaining signed declarations.

General duties shared with support team:

- Assisting (with other PA's) with the organisation of internal and external events. This includes liaising with the caterer, compiling guest lists and biographies which are sent to guests in advance of event, typing up seating plan, typing up name places and badges. Assisting with in house lunch preparations, setting up boardroom and table for lunch and clearing away afterwards.
- Sharing responsibility of answering switchboard/telephone extensions and meeting/greeting visitors to the offices.
- General typing of correspondence, for example, letters to clients.
- Typing up presentations in PowerPoint, for example, new business presentations.
- Proof reading documentation for others.
- Booking taxis and couriers.
- Helping to keep computer filing systems and templates in order.
- Assist with training for new employees on computer and telephone systems.
- Liaising with other members of staff on internal/external events.
- Ensuring meeting rooms are kept tidy.
- Ad hoc offices duties.