

**** NEW JOB****- An interior design company are seeking a Receptionist PA to the Directors. Based in Knightsbridge and paying £24,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA to Directors

Location: Knightsbridge

Salary: £24,000

Reception/Administration Duties:

- Answer and screen all incoming calls
- Meet and greet visitors & clients
- Open and distribute post/deliveries as soon as they arrive
- Manage meeting room diary and ensure the room is presentable
- Organise refreshments for meetings and visitors and the team when possible
- Maintain office supplies, weekly stock checks of stationery and monitor use
- Maintain kitchen supplies
- Book couriers/taxis
- Daily Post Office run and banking when required
- Take minutes for weekly team meetings
- Contribute to and attend regular support meetings
- Backing up the office systems

Support to Directors:

- Screen telephone calls, enquiries and requests, and handle them when appropriate
- Arrange travel and accommodation as required (trade fairs etc)
- Assist with organising staff events

