

**** NEW JOB****- A well-known property company is seeking an Administrator. Paying £25,000 and based in Earls Court. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Administrator

Location: Earls Court

Salary: £25,000

The Office Coordinator is responsible for the day to day administration of all functions of the office as well as supporting the Residential Sales team. As such you will:

- Report directly to the Head of Office.
- Be party to confidential/ sensitive information, which you will be required to keep confidential.
- Responsible for producing marketing elements such as sales brochures, flyers, maintaining website entries
- Prepare the office for auditing
- Responsible for health and safety in the office
- Responsible for compliance with relevant regulations regarding Residential Sales

Candidate Profile

- Intermediate/ Microsoft Office skills (incl. PowerPoint)
- Excellent organisational and coordination skills
- Excellent verbal and written communication skills
- Excellent time management skills
- Ability to multitask and to work accurately and effectively under pressure
- Must understand the principles and practice of client care
- Ability to work in a team and understand team dynamics
- Strong proof reading and attention to detail skills
- Reliable and able to handle confidential matters