

**\*\* NEW JOB\*\*** One of the world's largest PR firms is seeking a Team Assistant. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Team Assistant

Location: Victoria

Salary: £21,000

Office Manager

- Guardian of our 3-storey listed office
- Manage relationship with key suppliers, including: Cleaning Company; Couriers; Handymen etc
- Front of House welcome for visitors and guests in person or on the phone
- Managing meeting rooms and office wellbeing
- Managing kitchen, stationery and office stock
- Work with our external IT support

Assisting Leadership Team in the following duties:

- Expenses
- Diary management
- POs
- Organise/book travel and location for meetings/client lunches
- Minute taking
- Desk research support for senior team
- Manage company calendar to spot pinch points
- Support/ coordination with bigger company events like offsites, Birthday party, helping set up new suppliers etc

The chosen candidate will demonstrate personal ambition, show strong organisation skills, bring a positive energy and be a confident problem solver.