

**\*\* NEW JOB\*\***A young investment firm is seeking an Office Assistant. Based in Chelsea and paying £25,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Office Assistant

Location: Chelsea

Salary: £25,000

**Key duties include:**

- Acting as first point of contact in the office
- Scheduling meetings as required
- Making teas & coffees for meetings
- Dealing with queries and complaints by telephone, email and in person
- Organising conference calls
- Dealing with incoming and outgoing mail (including international)
- Ordering couriers & taxis
- Ordering stationery & toner cartridges
- Ordering necessary supplies of kitchen goods, water & milk
- Organising office facilities - air conditioning, lift, water coolers, alarm
- Working with the PA's to ensure effective management of the office (weekly meetings)
- Reporting all maintenance and repair issues to our builder Tony
- Taking trips to the post office for any business-related post
- Supporting all PA's in the building with other projects and their day to day tasks
- Organising all office events e.g. Christmas Party
- Assisting with Advertising & Marketing
- Coordinating with cleaner and other PA's to make the office look presentable
- Interacting with all teams at the company