

**** NEW JOB**** A financial consultancy firm is seeking an Office Manager. Paying £25,000 and based near Bond Street. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Office Manager

Location: Bond Street

Salary: £25,000

The Role: Personal Assistant and Office Manager

- PA support to the Senior Partners, including diary management, inbox management, booking travel, meeting preparation, etc.
- Answering calls to the office, redirecting calls and taking messages where appropriate
- Meeting and greeting clients to the office
- Editing and formatting presentations
- Typing up letters and documents
- Teas, coffees and refreshments
- Ensuring that the meeting rooms are kept clean and tidy
- Invoicing and liaising with external suppliers
- Running errands (post office, bank, etc.)
- Dealing with all aspects of facilities within the office – being the “go to person”
- Ordering all supplies to the office including stationery, food, kitchen and office equipment
- General office administration; filing, copying, etc.

The Candidate:

- Must have at least 6 months’ office based experience
- Must have a “can do” attitude, no job too big or small!
- Be happy working in a small office environment
- An interest in Finance is a bonus!