

**\*\* NEW JOB\*\*** A private family office are seeking an Office Administrator. 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 Administrator

Location: Chelsea

Salary: £25,000

#### **Job description**

- Helping screen incoming calls
- Managing the post and emails
- Greeting visitors and provide refreshments
- Booking cabs and couriers and travel requirements
- Filing documents as required
- Printing, photocopying and binding
- Managing diaries and making appointments – helping the EAs with this as and when, ie during holiday periods/ sickness
- Processing expenses
- Using various computer packages – Outlook, Word, Excel, PowerPoint
- Data entry on to the system
- Various ad hoc duties as required

#### **Skills required**

- Excellent written and spoken English
- Articulate and a good communicator
- Proficient in using a computer including Microsoft and MS Office
- An enthusiastic and confident nature
- Excellent organizational skills
- The ability to stay calm under pressure
- The ability to prioritise and be flexible
- Trustworthy and friendly