

**** NEW JOB**** An executive search firm based in Green Park is seeking an Executive Assistant to the CEO. Paying £40,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: EA to CEO

Location: Green Park

Salary: £40,000

Primary responsibilities will include:

- Oversight and maintenance of the small office. Working closely with the CEO.
- Taking charge of all HR for the office
- Implementing and building new administrative and storage systems
- Liaising with IT and managing IT requirements
- Arranging couriers and greeting guests
- Ordering supplies and liaising with contractors
- Bill payments and chasing invoices
- Management of payroll. Deal with HMRC
- Budgeting and managing relationship with building Landlord
- Reviewing operating costs
- Managing a wide variety of assignments and confidential tasks
- Acting as the go to person
- Picking up ad hoc responsibilities

This is a highly confidential role as the office is constantly dealing with highly important candidates and clients.

The candidate:

- Excellent communicator with good commercial experience. Excellent attention to detail. Ideally degree educated.
- Happy to muck in
- Can do attitude/common sense
- Anticipate needs before they arise