

**\*\* NEW JOB\*\*** A branding company is seeking a Team Assistant. Paying £22,000 and based in Marylebone. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Team Assistant

Location: Marylebone

Salary: £22,000

**Key duties include:**

- Welcoming and looking after guests/clients
- Ensuring the client areas are tidy and looking professional
- Taking and directing calls
- Taking accurate messages
- Organising meeting rooms
- Organising catering for meetings
- Booking travel
- Booking couriers
- General admin
- Ordering office supplies
- Locking and unlocking the building when necessary.

**Working closely with the accounts department:**

- Client & customer invoicing
- Internal system administration.
- Day to day accountancy admin.

Good IT skills (especially excel) some exposure to an internal CRM system would be desirable.

**Personality:**

Welcoming, bright, engaging, reliable, energetic, keen to go the extra mile, intuitive, demonstrate initiative, sense of direction.

