

**** NEW JOB**** A global consultancy firm is seeking a Team Assistant. Paying £25,000 and based in Chancery Lane. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Team Assistant

Location: Chancery Lane

Salary: £25,000

Key responsibilities and accountabilities:

- Using the internal systems to process expenses, time entry, marketing entries, and on occasion, researching travel and accommodation options, liaising with MD Assistants to ensure seamless support is provided to Managing Directors (MDs) within the appropriate timescales.
- Liaise with other Administrative Professionals across the firm to provide proactive support to them as required. This may include booking meeting rooms and general administration tasks, such as printing, scanning, photocopying, binding and filing.
- Assisting with collecting and distributing daily incoming and outgoing post to other Administrative Professionals, if required.
- Liaising with other support teams as required e.g. IT, Finance, OM & Facilities, and HR in order to resolve queries quickly and efficiently.
- Helping other Administration Assistants where necessary and providing cover for holiday/sickness.
- Complete adhoc projects/tasks on request as required.

Background and qualifications:

- Prior experience working in a similar professional environment would be an advantage
- Strong Microsoft skills essential (good working knowledge of Word and Excel)

Personal competencies

- High level of accuracy and attention to detail