

**** NEW JOB**** A property company is seeking a Team Assistant. Paying £26,000 based in Oxford Circus. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Oxford Circus

Salary: £26,000

Primary Objectives

- Providing full administrative support to the team, particularly in the creation of pitches.
- Diary management, including internal and external meetings.
- Audio/copy typing/report writing
- Research and helping in compiling reports.
- Raising fee invoices and fee share allocation using Dynamics
- Updating and/or producing schedules, spreadsheets, presentations, reports, pitches and correspondence
- Dealing directly with clients, over the telephone, taking messages and occasionally face to face
- Opening and distributing post
- Set up and maintain filing and archiving systems Filing.
- Binding reports and photocopying
- Organising client and staff entertainment for the Departments
- Proof reading
- Organising stationery and supplies for the team

In addition to the tasks described above, the job holder may be required to carry out other duties as may reasonably be required from time to time

Other Responsibilities

- Ask questions, interact, and discuss objectives and day to day work of your team
- Provide assistance to team members wherever possible
- Develop and maintain active communication both within your team and other teams

Skills/Knowledge/Experience

- Intermediate/Advanced Microsoft Office knowledge incl. Powerpoint
- Excellent communicator
- Excellent time management skills
- Good team player but also able to work on their own and use their own initiative
- Excellent organisational skills
- Ability to work under pressure