

**\*\* NEW JOB\*\*** A luxury wine cellar design company based in Wimbledon Village is seeking an Office Assistant. Paying up to £25,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Office Assistant

Location: Wimbledon Village

Salary: £25,000

**Main responsibilities:**

To be the first point of contact for all Health and Safety and office administration across the business.

**General duties:**

1. Provide support with the day-to-day administrative duties across Health and Safety and the office
2. Arrange booking of Health and Safety courses and training
3. Ensure each employee's Health and Safety training is kept up-to-date
4. Monitor, maintain and review PPE and uniform stock levels, ordering and issuing to team members
5. Be the main support for all Health and Safety administration tasks
6. Order stationery for the office
7. Maintain stock of supplies for printers
8. Handle all incoming and outgoing post and parcels, arranging couriers and deliveries as required
9. Assist with general office administration duties
10. Assist project administrators with uploading of project documentation to CRM system
11. Ensure the office is kept tidy and presentable
12. Assist with any ad hoc requests