

**** NEW JOB**** An international trading company is seeking an Office Administrator. Paying £25,000 and based near Green Park. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Office Administrator

Location: Green Park

Salary: £25,000

You will be responsible for organising all activities to ensure the smooth running of the London office. This includes all administrative activities, facilities management and looking after guests visiting the office. As the person responsible for the London office, you need to be super organised, proactive and proud of the space that you manage.

This role would suit someone with some experience in a similar role, excellent communication and organisation skills and the ability to pre-empt the needs of the office and employees.

- Ensuring the office is maintained to a high standard including refreshments and stationary are well stocked, the office is always clean and tidy and using your initiative to make any changes or improvements.
- Acting as the first point of contact for all facilities management queries including organising any repairs or maintenance issues. Liaising with external vendors to ensure works are carried out in a timely fashion and within a reasonable budget.
- Managing the boardroom calendar and understanding where certain meetings may take priority over others.
- Welcoming guests to the office and providing general support to visitors.
- Processing the Senior Management Team's expenses on a monthly basis and working with the finance team to ensure a smooth process.
- Undertake general and ad-hoc administrative duties including organising couriers, printing, photocopying, faxing, mailing, e-mailing, data in-put, filing, typing.
- Offering timely responses to all requests.
- Answer the telephone, taking messages and handling enquiries in a professional manner
- Support the Company PA's in ad-hoc administrative tasks as and when required.

