

**** NEW JOB **** A yacht brokerage company is seeking a Team Assistant. Paying up to £27,000 and based near Green Park. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Green Park

Salary: £27,000

Description:

We are looking for a Team Assistant to organise and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness and communication. Office manager responsibilities include managing several calendars and scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to our small office. Previous experience working in an office would be an advantage. A successful Office manager should also have experience with a variety of office software (spreadsheets and databases, CRMs, excel and word software) and be able to accurately handle administrative duties including book keeping as well any personal duties requested. Ultimately, the Team Assistant should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation. As a global maritime company an interest in shipping would be desirable.

Responsibilities:

- Serve as the point person for office manager duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment
 - Bills
 - Errands
 - Shopping

- Schedule meetings and appointments
- Organise the office order of stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Organise office operations and procedures including any social events
- Ensure that all items are invoiced and paid on time
- Manage office finance
- Provide general support to visitors
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including but not limited to cleaning and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences

Requirements:

- Proven experience as an Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with managing several calendars
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organisational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Advantageous to have interest of knowledge of trade and/or shipping