

**\*\* NEW JOB \*\*** A commercial property development company is seeking a Team Assistant. Based in Marylebone and paying £25,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Team Assistant

Location: Marylebone

Salary: £25,000

**Key responsibilities:**

- Meet and greet all visitors, including clients, suppliers and couriers and assist with providing refreshments for all guests
- Answer all telephone calls and re-direct to relevant team member or take messages
- Ensure that all office areas are kept clean and tidy throughout the day; including the kitchen, break out area, main office space and meeting rooms
- Ensure meeting rooms are set-up, cleared away and kept tidy at all times
- Order stationery and general office supplies, ensuring that the office is fully stocked
- Order breakfast and lunches for internal client meetings
- Liaise with office suppliers including IT, telecoms, stationery, couriers, office equipment, building management, cleaning, kitchen consumables etc.
- Assist the Office Manager with resolving any IT/building management/office equipment issues
- Assist the Office Manager with office Health & Safety requirements
- Provide effective and efficient support to the EA/Office Manager
- Diary management for the wider team (booking meeting rooms, diarise meetings, actively monitor/print calendars)
- Book restaurants, couriers, and taxis for meetings and assist with booking international travel
- Assist with monthly company events, ad-hoc social events and annual team trips
- Help maintain company filing system and databases
- Print and bind important company material and documentation

**Skill requirements for the position:**

- Confident and friendly 'can do' attitude combined with a calm manner and the ability to multi-task
- Team orientated, communicative, respectful and supportive to colleagues and clients

- Excellent telephone manner
- Excellent spoken and written English
- Good organisational skills
- Ability to respond to the changing needs of the business and fast paced environment
- Proficient in all Microsoft Office packages including Word, PowerPoint, Excel and Outlook
- Willingness to learn new skills and expand knowledge of the business