

**** NEW JOB**** An entrepreneurial start-up firm is seeking a Team Assistant. Paying up to £35,000 and based in Covent Garden. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Covent Garden

Salary: Up to £35,000

A new dynamic start-up are looking for an EA/Office Manager. The role is new so there is lots of potential to scope out the role but in essence it will be looking after four Partners and managing the office.

As the role is a new role there is so much potential to grow it and make it your own. They would like someone who wants to get involved in every area of the business. E.g PA duties, office management, marketing, PR and helping with events!

They are looking for someone who is fresh and with a can do attitude. They are very entrepreneurial and forward thinking. They have a strong rate of growth in the company.

The most important elements of this area will include:

- ✓ PA support to Directors
- ✓ Communication control (fielding unanswered calls, issuing replies to initial queries, issuing notes of thanks, following up visits with merchandise, gifts and reminders)
- ✓ Diary management (including arranging meetings and co-ordinating logistics)
- ✓ Co-ordination of prospective visits
- ✓ Administration of extensive international travel and other logistical arrangements
- ✓ Arranging Events
- ✓ Managing Marketing and PR for the company
- ✓ Co-ordination of inbound and outbound mail and couriers
- ✓ General office admin