

Office Junior

1st Asset

London, SW3

Prime Function: To provide all-round administration assistance to the office

This is an exciting opportunity to gain administration skills and experience in a fast-growing and vibrant office in one of London's smartest districts.

Hours: 8.30am - 6pm

Remuneration: £16,000 pa plus profit-related bonus

Location: In our central Chelsea office, just off the Kings Road.

Key responsibilities

The Office Junior is a newly-created position in this energetic and fast-growing luxury property company in London's smartest district, working to support the operation of the company with a particular responsibility for assisting the Marketing and Property Management departments.

Responsibilities may change or be added or removed dependent on the company's changing needs and a flexible attitude to this is sought. Key responsibilities will include:

- Organising and sending targeted mail shots to homeowners
- Obtaining data from external sources (data harvesting)
- Data entry
- Prepare and send marketing letters
- Leafleting to surrounding streets
- Photocopying, scanning and digital filing
- Collating material for sales and lettings particulars
- Maintenance of the CRM databases
- Making refreshments for visitors
- Postal duties - franking and delivering mail to the post office five minutes away.
- Assistance with organising and managing client events
- Collating sales and lettings materials in advance of viewings for sales and lettings staff
- Supporting other members of staff with ad-hoc duties

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

Person Specification:

Relevant Experience

- Previous experience within an office environment preferred but not essential as training will be provided.
- Excellent knowledge of Microsoft Office, notably Word and Excel

Education and Training

- Educated to GCSE standard or equivalent (7 A*-C Grades including English & Maths)
- Flawless spoken and written English

Special Knowledge and Skills

- Excellent inter-personal skills
- Committed team player and ability to work on own initiative
- Excellent communication skills - both written and verbal
- Time management - ability to prioritise and multi-task
- A high level of precision and a meticulous attention to detail
- Strong organisational, administrative and data-handling skills

Any additional factors

- Good literacy and numeracy
- Ability to remain calm under pressure
- A strong work ethic
- Flexible, positive, can-do working attitude
- Persistent
- A common sense approach
- Adaptable to change
- Cheerful
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A full-working UK visa is required, if not a British Citizen.

How to apply:

Application by covering letter with CV stating detailed secondary education to include subjects and grades. Please address to Mrs S. Manning-Smith.

Deadline: 28 September 2014