

Job Description

Job Role:	Administrative Assistant
Qualifications:	English and Maths GCSE, Grade C or above
Essential:	2 years minimum relevant experience
Salary:	Up to £18k pa (<i>depending on experience</i>)
Hours:	Monday to Friday 9 am to 5 pm (37.5hrs a week) 20 days annual leave + bank holidays
Reporting to:	Two Directors Absolute Enforcement Services
Location:	Ingatestone, Essex

The Candidate

We are looking for a responsible self-driven Administrative Assistant who is hands on and has the ability to work under pressure whilst working accurately and effectively and with exceptional attention to detail.

The ideal candidate will be highly organised, with a polite and confident telephone manner and able to work to deadlines. You will be flexible and willing to learn, with an eye for detail as accuracy is vital. You must be able to work well in a team but also be proactive using your own initiative as you may be the only person in the office on occasion.

Core Responsibilities

- Handle administrative requests and queries from two Directors of the business.
- Organising the correspondence between the Directors and the enforcement agents.
- Time management of enforcement agents.
- Planning meetings and taking detailed minutes.
- Preparing reports and maintaining appropriate filing systems.
- Be the first point of contact for office block responsible for all correspondence for the occupants.



Job Description

Job Brief

The Administrative Assistant will ensure the efficient and smooth day-to-day operation of our office.

Day to day duties to include:

- Answer and direct phone calls
- Organize and schedule appointments and time management of agents
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Requirements

- Proven experience as an administrative assistant or office administrative assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus.