

OFFICE ASSISTANT

Job Description

JOB TITLE: Office Assistant

LOCATION: Edgbaston, Birmingham

JOB FUNCTION

Perform a variety of administration tasks. This will include answering telephone calls, directing calls and taking messages when required as well as greeting visitors and managing meetings. Other duties include scheduling appointments and preparing documents for consultations. Must have some experience working in an office environment. This position is based in the office and for UK residents only.

RESPONSIBILITIES

Duties including:

- Answering telephone calls, directing calls and taking messages
- Replying to emails, telephone calls or face-to-face enquiries
- Greeting and assisting visitors in the office
- General administration duties such as filing, typing, copying, binding, scanning, printing etc
- Operating a range of office machines such as the printer, photocopier and computers
- Monitoring stationary levels and ordering office supplies
- Covering the reception desk
- Scheduling and coordinating meetings, interviews and events
- Co-ordinating repairs to office equipment
- Photocopying and printing out documents on behalf of management
- Organising travel arrangements for management
- Writing letters and emails on behalf of management
- Arranging CPD seminars and training sessions for employees
- Maintaining computer and manual filing systems
- Managing staff appointments
- Raising internal and external purchase orders
- Holding sensitive information in a confidential manner
- Co-ordinating office procedures
- Develop and update administrative systems to make them more efficient
- Experience with managing social media platforms

APPLICATION CONTACT

If you wish to apply, please forward CV and cover letter including your salary expectations to:

Human Resources Department

hr@admstudio.co.uk

0121 238 3263

Or via our LinkedIn job post.

OFFICE ADDRESS

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