

Position: Office Assistant

Experience Required: Minimum 3 Years

Salary: £25,000-28,000 per annum,

Qualification: Bachelor's Degree in Business , office administration or related field

Type of Job: Permanent,

Job Location: West London, UK.

Job Summary:

An enthusiastic & fully committed person who serves as the administrative and functional contact for the Group Chairman's corporate, community and personal matters to ensure smooth functioning of activities and processes in multiple lines of business. Requires full time availability with flexible hours. Requires a desire to learn and expand responsibilities.

Skills

High proficiency in communication & in MS Office Suite, Agenda & Mtgs Management, basic Financial & Accounting capabilities

Key Responsibilities

- Manage multiple projects as assigned by the Chairman related to diverse lines of business, community, and personal interests with inter-related activities and relationships.
- Coordinates calendar, travel, meeting, and schedule arrangements for the Chairman, staff, business partners, and customers.
- Includes initiating contact and securing appointments, equipment, and facilities as appropriate.
- Handles financial and accounting matters for the chairman with confidentiality.
- Prepares and sends business and private correspondence.
- Carries out responsibilities with professionalism
- Any other duties as assigned.

Other Key Attributes :

- Trustworthy, smart, loyal and hungry to grow.
- Discrete and able to handle business, personal, and family information with the highest level of confidence.
- Conceptualization & Business Acumen
- Professionalism in Appearance & Attitude
- Highly organized
- Able to adapt quickly, handle multiple tasks, and prioritize
- Able to travel with Chairman at times and manage all aspects & support for him.
- Exceptional interpersonal skills with internal and external staff
- Demanding work environment.

Other Important criteria : *Applicant needs to be a British Citizens or with ILR (Indefinite Leave to Remain) in the UK.

Applicant should be based out of London, United Kingdom.

Interested candidates can apply here and alternatively email their most current profile at corporate.hr@walsons.co.uk.

We would like to thank all applicants, however only those who qualify for an interview will be contacted.

Walsons Group is an equal opportunity employer.