

# PA/ OFFICE MANAGER

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We are seeking an experienced office manager/PA to come into our team.

The role will require the following key areas:

1. General office admin
2. Administration of internal project phases 1-5
3. Helping our directors and organising their diaries

We would like to employ someone who is knowledgeable and capable, has a good understanding of office administration, and the ability to be personable with clients. You will be precise with your work and you will be based in the office.

Qualities

Essential = E - Desirable = D

- E Very good written and spoken English
- E Very personable, able to communicate clearly with all levels of personnel
- E Have precision and be detail oriented
- E Good negotiation skills
- E Good telephone skills
- E Smart
- D Experience in PA roles
- D Experience in office administration