

Job Description and Person Specifications

We've got numerous **Team Assistant** roles available within Media, Branding & Creative Agencies, as well as some e-commerce & fashion brands.

All are based within Zone 1-2 Central London.

In the role you will be responsible for:

- Diary Management - managing meeting room diary also
- First point of contact from switchboard
- Booking Meetings
- Arranging travel when required
- Formatting documents & proof reading
- Preparing PowerPoint presentations
- Negotiating supplier costs
- Office ordering
- Ensuring all internal processes are in place & adhered to

To be successful in the roles you should have:

- Experience in a similar position
- Brilliant team attitude
- Excellent time management skills
- Diary Management
- Ability to remain calm & work under pressure
- Strong communication skills - both written & verbal
- Experience working Front of House
- Experience and qualifications in IT