

1.

Graduate PA / Office Manager - £22 - £25,000

Graduate PA / Office Manager needed for a busy and diverse support role within this organisation of 9 people, in their London office.

This hugely varied role will include PA support to the (female) MD, including calendar / appointments, travel and undertaking some personal duties. This is a key role within the company and will involve all company administration including liaison with suppliers, ordering consumables, updating the company website and database, plus some HR duties for the team, events and social media. You must also be numerate as you will be preparing documentation for the Accountants, some bookkeeping and invoicing.

The successful candidate will have excellent attention to detail and be able to multi-task and prioritise their workload. Must be motivated and previous experience being the 'go-to' PA in a small office would be beneficial.

Young, fun and friendly office, very sociable environment, excellent central London location (Trafalgar Square).

2.

Network & Database Administrator

Aylesbury, Buckinghamshire

£28,000 - £31,000 DOE Plus Pension (6% employer contribution) & 23 Days' Holiday

We are looking for a Network & Database Administrator to join our team and ensure the smooth running of our IT systems on a day-to-day basis.

As a Network & Database Administrator, you will:

- Support networks, email, database applications and our secure government connection
- Implement policies and procedures for all IT systems
- Ensure that hardware and software is operating effectively at all times
- Monitor and address attempted security violations
- Ensure that disaster recovery procedures are always in place and tested
- Run reports and queries for colleagues
- Ensure the integrity of the database
- Deputise for the Director of Operations and oversee the Administrative Team when required

An IT qualification or certification would be beneficial, as would experience or knowledge of government security standards.

Working hours: 35 hours per week, Monday – Friday, 9:00 – 17:00, with one hour for lunch

3.

Receptionist

Strand On The Green, Richmond (TW9), TW9 3BH

£8.00 to £8.50 per hour -20% discount, Share Save Scheme, Career Pathwa

Young's has a unique opportunity available for a **Receptionist** to join the team at The Coach and Horses Hotel, Kew. We are a warm and friendly team and our beautiful rooms are recently renovated.

You should have good written and spoken English and experience with Opera is a plus but not essential. The role is a full time, permanent position offering a salary of £8-8.50 per hour plus excellent benefits.

What are the responsibilities of the Receptionist?

You will be responsible for ensuring our customer requirements and expectations are met at all times. You will promote and market the pub/hotel as appropriate to our customers and drives sales through a thorough understanding and management of rate strategy. You will be responsible for processing reservations for the hotel, restaurant and function bookings in a professional manner, using the appropriate system and cash handling procedures to ensure customer satisfaction and adherence to company standards.

4.

TEACHERS NEEDED – tutor bright students in Southwark

£40 per hour

TalentEd is a registered charity that offers high-ability young people a year long programme of weekly small group sessions. Our qualified teachers and inspirational role models improve grades and academic and career options.

As a TalentEd tutor, you will build a relationship with four high-ability disadvantaged students over a year, helping them to develop the skills and aspirations to realise their potential. You will teach your small groups without excessive assessment, data management or marking.