

PA/ Office Administrator (Part Time)

Enfield

Monday to Friday 8:30am - 13:30pm

Main Responsibilities

➤ Accounts Payable

Processing and approving supplier invoices

➤ Typing

Audio typing, copy typing

➤ Telephone

Answering calls

➤ Database

Register new instructions

Undertake conflict of interest check

Maintain/complete job records

Enter details of transactions/lease summaries

➤ Filing system

Make up files and hangers for new instructions.

Allocate closedown numbers to files of completed matters for close down system.

Organise and maintain filing systems

➤ Electronic filing system

Saving, moving, renaming and saving files

➤ Office Procedure Manual

Update and maintain

➤ Inventory

Update and maintain

Main Responsibilities

➤ Various Membership and Contract Renewals

RICS Membership

IAS Membership

CI Arb Membership

Data Protection

IT Contract

Telephone Contract

Franking machine contract

Office Utility Contracts

➤ Disaster Recovery Plan

Update and Maintain

➤ Anti-Bribery Policy

Maintain and update

➤ Complaints Handling Procedure

Maintain and update

➤ Stationery

Maintain stationery stock

Obtaining quotes for and ordering pre-printed stationery

➤ Miscellaneous

Printing, scanning and binding reports and other documents as required.

Opening and distributing post daily.

Other general office duties as required.

Key Skills and Experience

- Proven track record within an administration role including experience with invoicing, processing payments and credit control
- Good organisational skills
- Strong literacy and numeracy skills
- Must be capable of producing accurate documents and attention to detail
- Excellent personal and communication skills
- Self-motivated and able to work as part of a team
- Strong IT skills with a sound working knowledge and experience of MS Word, Outlook, Excel, Sage and Access
- Full training on in-house systems provided