

Administrative Assistant

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Company: KMK Recruitment

Location: London Area

Category: other-general

Are you super organised with a creative flair? Do you enjoy being the lynch pin of the office and boast the ability to forward plan? Then we may have a fantastic opportunity for you to join a small Creative Agency based in Hackney providing administrative support to two Account Directors and the wider team. Supporting these two very busy Account Director and the wider team, you will provide them with administration support and manage the flow of live projects to include setting up meetings, competitor research, proof reading documents and production of documents prior to meetings, as well as managing the travel and accommodation requirement for the team. You will assist with and attend Events across the country so excellent interpersonal skills are a must. Supporting these busy Account Executives you must have excellent attention to details, be happy to proof read documents and assist with campaigns. This role will suit a strong administrator who wants to stay in an organisational role but would like to work within the creative field. The ability to work using your own initiative and get the job done with minimal guidance is essential for this role, previous office experience essential along with a can-do attitude. Based in Hackney 5 days in the office Fantastic development opportunities

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