

## Facilities Assistant

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Company: THE CHARALLE GROUP

Location: Richmond

Category: other-general

## Facilities Assistant

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Type: commercial

Firm: Law firm

Salary: £18 - 24,000

Location: Richmond, Surrey

Top 200 Law Firm are looking for a Facilities Assistant to join Their Richmond office on a 12-month FTC!

As the Facilities Assistant you will provide administrative support to the Facilities and Business Operations Manager, support office functions including: Front of House, Post Room, DX, Fire Health and Safety, database management, daily office operations, coordination of budgeting, archiving, maintaining office records, and providing general support and maintenance.

Core Duties will include the following:

Providing an effective administrative and facilities management service

- Providing front of house reception service including, greeting visitors and operating busy switchboard
- Managing meeting room bookings, ensuring IT equipment and refreshments are provided as per requirement

- Post processing, allocation and distribution including DX.
- Handling of legal documents – including Photocopying, Filing and Scanning, collating court bundles.
- Data entry, database management, assisting in archiving.
- Ordering office supplies, couriers and taxis.
- Manual handling and small repairs.
- Handling cheques, petty cash and reconciliations.
- Archiving

Ideal candidates must have the following:

Experience as an office junior, customer service or administrative would be an advantage

- Must have a strong knowledge of Microsoft Office applications
- Excellent time management skills and ability to multi-task and prioritise work
- Strong attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- At least 5 GCSEs' grade A to C or equivalent. What we look for
- You must be enthusiastic, and highly pro-active.
- Professional and well presented
- Flexible with the ability to manage your time and workload.
- Dependable and reliable.
- Willing to learn and evolve.

PLEASE CONTACT SHARON DEACON FOR MORE INFORMATION

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