

Office Assistant

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Company: BDC Supporting Services

Location: Croydon

Category: management

OFFICE ASSISTANT CROYDON

Location: Thornton Heath

Hours: 37.5 Hours per week

OFFICE ASSISTANT DESCRIPTION:

We are looking for a local (Croydon), enthusiastic, reliable, and organised person to help with the day to day running of our office which looks after the following businesses: Bensham Hall, Care Homes for adults with Learning Disabilities and Property Management and Refurbishment.

You will be primarily responsible for the day-to-day running of our Bensham Hall. This involves telephone and face to face customer services for which good communications skills and good manners are essential. You must be able to conduct viewings, take bookings, prepare the hall for events, organising opening and closing of events and control the payments.

Other duties will include purchasing (online and retailers' shops), stock control, errands (you must be able to drive), maintenance of filing systems, composing, and typing of documents.

Duties will also include data entry for which accuracy and attention to detail are essential. Bookkeeping, keyboard skills and working knowledge of Excel are essential.

You will also be responsible for assisting Users with troubleshooting computer systems.

You must:

- * Have experience working in an office environment
- * Have an excellent level of spoken and written English
- * Have experience working directly with customers
- * Be IT literate and able to troubleshoot systems
- * Be able to drive and have a clean drivers' licence

You can apply for this job by sending your CV with a covering letter.

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