

PA & Office Manager

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Company: Antal International

Location: United Kingdom

Category: other-general

Job Description

Overview:

A renowned luxury cosmetic company in London is seeking a multi-skilled professional with expertise in Personal Assistance, Office Management, and Event Coordination. The company, known for its high-end products and customer-centric approach, is expanding its team.

The successful candidate will:

Support the Managing Director with professional diligence.

Organize key events for frontline teams.

Contribute to various business projects.

Ensure the London Head Office runs smoothly, promoting a positive work environment.

Key Responsibilities:

Manage the Managing Director's diary and travel arrangements.

Coordinate internal and external meetings.

Oversee office administration, including supplies and space management.

Plan and execute internal events.

Handle invoice processing and financial management.

Requirements:

Proficient in MS Office, especially Excel and PowerPoint.

Proven experience in event organization.

Excellent organizational and communication skills.

Flexible and adaptable, capable of working in a dynamic environment.

Offer:

The company offers a competitive salary, a dynamic role in a supportive team, and the chance to be part of a leading international brand aswell as great company benefits!

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