**OFFICE ADMINISTRATOR – Fulham**

Following office procedures, supporting the office staff by carrying out common office duties. Maintain a positive and friendly company image by acting as the first in line of contact to visitors and clients, online and via telephone.

Job Duties :

. Communicating with relevant suppliers and contractors

. Raising estimates and purchase orders, invoices, chasing orders and samples (monitoring receipt

and returns)

. Arrange meetings by scheduling appropriate times and planning refreshments

. Manage correspondence by answering emails and sorting mail

. Ensure office is clean and tidy

. Answers phone calls and transfers them as necessary

. Drafts, formats, and prints relevant documents

. Order office supplies as needed, including refreshments

. Interacts with Emma Pearson and carrying out her requests

. Creates agendas and take meeting notes when needed

. Unpacking and checking all deliveries

. Managing outgoing post and recording data on special deliveries

. Photo-coping and filing appropriate documents as needed every week, so job files are kept

up to date

. Printing off new drawings when available on Architects portals

OFFICE ADMINISTRATOR SKILLS AND QUALIFICATIOn

Prior office systems experience, (maybe 2nd Jobber), strong attention to detail, ability to work without supervision, excellent time management skills, including proficiency with Microsoft office programs and ESTIPC, strong prioritisation and organisation skills, ability to multitask, GCSE English & Maths.

This is a very varied job in a small busy office.

Previous experience helpful, a good sense of humour and lots of common sense.

A very small high-end Interior Design company based in Fulham, founded 10 years ago

PLEASE NOTE THIS IS NOT A JOB FOR AN INTERIOR DESIGNER, IT IS PURELY ADMINISTRATION

Please forward your CV and reference to [caoimhccs@hotmail.com](mailto:caoimhccs@hotmail.com)

to caoimhccs@hotmail.com