

International transport company based in South West London is looking for a **French speaking PA** to support their MD and directors with ability to support Finance and HR team on an ad hoc basis. The role requires strong organisational skills as well as the ability to work efficiently to respect deadlines.

**ROLE:**

- Management of daily administrative tasks, including diary management, booking travels
- Keeping tracks of staff expenses
- Producing and administering correspondence and maintaining presentations, records, spreadsheets
- Maintaining filing systems and opening the post
- Dealing with telephone & email enquiries, answering telephone and relaying messages as required

**PROFILE:**

- Fluent French and English
- Previous experience as a PA, or Administrative Coordinator with secretarial tasks
- Proven organisational skills
- Good MS Office skills
- Strong communication skills
- Ability to understand process quickly and to work with different teams

**SALARY:**

Between £33k and £35k/pa plus benefits