

Growing financial planning practice based in Central London is looking for a motivated, proactive and enthusiastic **part-time Administrative Assistant** with intermediate French, to provide support to the team. The role requires strong organisational skills, excellent customer service experience, confidence in using in MS Office, especially Excel. The Administrative Assistant's background can be in hospitality, tourism and would be ideal for someone who will be interested in working in an office environment.

This is a part-time role for about 10 hours a week and requires to work on-site.

ROLE:

- Updating Excel files and Word documents
- Maintaining database with client information
- Preparing emails for the team based on templates
- Preparing and sending the quarterly newsletter
- Follow up of invoices
- Scanning large amount of documents
- Ad hoc duties as required

PROFILE:

- Fluent French and English, or min intermediate in French, but strong communication skills in English
- Proficient in Microsoft package applications, especially Excel
- Good numerical skills - the role won't suit someone who doesn't like numbers
- Ability to maintain confidentiality with information.
- **Strong interpersonal, customer service skills**
- Flexible and enthusiast
- Ability to work in a small team

SALARY:

Between £15 and £20/h according to skills and experience

Pension