



SecureWais is a specialist security company with its roots beginning in South Africa in 1989, we then grew and established our UK operation in North London, in 1994.

We have more than twenty years' service offering bespoke Security solutions and are one of only a handful of security providers with our own Computer Software and IT division which means, we offer enhanced capabilities, responsiveness, security, costings and efficiency.

Administrative Assistant Vacancy

At Secure Wais, we believe in our people, because of that, we value our differences and respect the unique contributions that these differences allow us to make. We strive for an open, honest and trusting environment. Our people enjoy being challenged and demonstrate a “can-do” attitude. We collaborate and are mutually supportive.

Due to the expansion of our business and our additional new client projects, we have an exciting new vacancy for an experienced Administrative Assistant. This is a vital role for the company, so we can continue to deliver the best service to our clients.

Successful candidates will have excellent customer service and must be outcome-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential. You will be self-motivated to work on your own initiative without needing direction.

You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment.

Responsibilities & Requirements

- 2+ years of hands on administrative support experience
- Proficiency in MS Word, MS Excel and MS Outlook a must
- Excellent communication skills, with proficiency in both written and verbal English
- Ability to manage multiple tasks and projects achieve deadlines under pressure
- Strong problem-solving skills

We are a family-friendly company, with competitive salaries, 20 days annual leave and casual dress. This role is an office-based position in North Finchley. This is a great place to work with good transport links to the city, and close to great cafes and shops so you can spend your lunch breaks however you wish.

If you feel that you meet our criteria and want an exciting and challenging role where you can enhance your skills and build a long-term career, then this role is for you!

To request a Job Description or apply; please contact victoriakerr@securewais.com

Please visit our website: www.securewais.com