

## **Administrative Assistant**

Securewais are currently recruiting for an Administrative Assistant to join and support the Call-Out and Services team in our Head Office in North Finchley.

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 within our Head Office for an experienced Administrative Assistant. This position is a key supporting role for the team, and will require a high standard of organisation, excellent ability to communicate and a keen eye for detail.

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.

### **Responsibilities & Requirements**

- 2+ years of hands on administrative support experience
- Strong Microsoft Office Knowledge (Excel, Outlook, Word)
- Solid organisation and time-management skills
- Attention to detail and good reporting, planning, and administration skills
- Excellent communication skills (Written and spoken)
- Ambitious and self-motivated
- Must be able to work on their own as well as part of a team

### **Main Responsibilities**

- Answering telephone calls, responding to client emails and queries
- Preparing, updating and collating of reports, invoices & other documents
- Ordering of equipment from suppliers to ensure fulfill job requirements
- Card Bureau

We are a family-friendly company, with competitive salaries, 20 days annual leave, a staff share incentive scheme 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 apply; please contact [victoriakerr@securewais.com](mailto:victoriakerr@securewais.com)

Please visit our website: [www.securewais.com](http://www.securewais.com)