

Location: Office (Wimbledon Village)

Salary: Excellent package for the right candidate

Hours: Full Time

We are looking to recruit an **Administrative Assistant – Full time office-based working**

The successful candidate will be able to demonstrate the following qualities:

Attention to detail

Organisational ability

Problem solving

Decision making

Time management

Excellent written & verbal communication

Excellent technology knowledge

Willingness to learn

Be able to work as part of a team and also independently

A knowledge of a related industry would be an advantage

If you believe that you can display these qualities then please send your CV to: jlyons@alexanderlyons.com