

OFFICE ADMINISTRATOR

Salary: £25,000 - £30,000p.a. (depending on experience)

Kingsbury Stone is one of London's leading Land & New Homes agencies.

Based from our Head Office in Charlotte Street W1, this is an opportunity for a friendly, organised person to assist our leadership and sales team.

You will be responsible for the smooth running of our New Homes Sales department. You will possess excellent communication skills, thrive on outstanding customer service and have a keen eye for detail. Experience in property / office manager role will be an advantage, but not essential.

Day to day responsibilities will include office administration, diary management, office purchasing, company correspondence, invoicing and credit control.

What skills we are looking for:

- Good knowledge of Microsoft Office and CRM systems.
- Excellent communication skills with the ability to identify the most effective way to present information.
- Xero experience is preferred.

For more information, please contact:

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