

## Office Administration Assistant

### Company Profile

Chandler Garvey is an independent firm of Commercial Property Consultants/Chartered Surveyors established over 40 years ago, with offices in High Wycombe, Aylesbury Slough, Amersham, and Marlow and is active throughout the Greater Thames Valley.

The firm offers owners and occupiers a unique regional coverage across all the principal commercial general practice disciplines,

The Head Office in High Wycombe occupies modern offices within the town centre which provide a fantastic open plan working environment.

The firm is wholly owned by the Board of Directors, giving true independence and the ability to react quickly to changing market conditions. There is a strong belief within the firm in achieving a good work-life balance and providing staff with all the tools and training they need to develop their careers and achieve their personal goals.

We continue to challenge our approach to Commercial property and are always looking for innovative ways to improve on how we work and the service we deliver to our clients and applicants.

We are passionate about our Corporate and Social Responsibility towards the community and environment we live and work in and have even won awards for our efforts.

Please take a look at our website [www.chandlergarvey.com](http://www.chandlergarvey.com) for more information.

### Job Description

To support the Head Office in running the office efficiently. All general administrative duties within the office, supporting marketing, credit control and agency departments.

### Main Duties and Responsibilities

- Assist with answering the phone and meet and greet clients and visitors
- Look after guests with teas and coffees etc and helping to set out the catering, crockery, drinks, etc for meetings
- Making up files for new properties within the various departments
- Assist with archiving old files and arranging to go into storage, keeping filing system up to date
- Logging property keys in and out
- Keep kitchen stocked with tea, coffee, etc and bathroom supplies too.

- Monthly stationery check.
- Updating database (Agency Pilot) with new photos, descriptions and floor plans
- Ordering property boards and floorplans
- Updating social media with new instructions and deals done and sharing industry specific articles and news
- Assist with corporate branding projects, including campaigns and events
- Ensuring basic HR data is kept up to date, ie., holiday charts
- Support Credit Controller with basic purchase and sales ledger, bank reconciliation and some credit control

### Education and Experience

- Educated to a good standard
- Good knowledge of MS Office packages, including Word, Excel and Outlook
- At least 3 years' experience at a similar level

### Key Competencies

- Good telephone manner
- Strong verbal and written skills
- Strong organisation skills
- Good keyboard skills
- Ability to work to deadlines and cope with a busy environment
- Able to work on their own and as part of a team

### Location of Role

- This role is based at the company Head office in High Wycombe

### Next Steps

- Please email a covering letter, with your CV to Mrs Charlie Hughes, Head of Corporate Affairs [ch@chandlergarvey.com](mailto:ch@chandlergarvey.com)