

JOB DESCRIPTION

Job Identification	
Company	All About Games Consulting
Job Title	Office Assistant
Reporting Line	Business Operations Manager
Main Purpose of Job	Providing the Consulting team with pro-active and professional support to facilitate the smooth communication and execution of projects.
Main Responsibilities	<ul style="list-style-type: none"> • Managing company correspondence, including phone calls, emails, letters and packages. • Organising meetings, scheduling appointments, preparing meeting spaces and overseeing catering during company events. • Performing data entry to keep client records and company databases up to date. • Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations. • Creating travel itineraries and dossiers ahead of business trips. • Carrying out additional duties as and when required.
Knowledge, Skills & Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 1 year of experience in similar role. • IT skills, including solid understanding of Microsoft Word, Outlook, Powerpoint and Excel. • Excellent interpersonal and communication skills. • A proactive and flexible approach to work. • A polite, friendly and outgoing personality. • Accuracy and attention to detail. • A willingness to travel with work and work occasional unsociable hours. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with offices and colleagues in different time zones. • Enthusiasm and passion for board games, card games and role play games. • Experience working with Adobe Photoshop with a mind to work on graphics layout and editing. • French, German, Spanish or Italian Language skills.
Education and Qualification	<ul style="list-style-type: none"> • Preferably educated to A-level standard or higher. • High standard of written English.