



Administrative Assistant – Central London

About us

Wallacespace provides brighter thinking spaces for off-site meetings, training, workshops and events. Founded in 2002, we now operate across 4 buildings in Central London, with 60 different spaces for between 4 and 150 people.

The success of our business is rooted in the strong relationships we have with our clients, most of whom return to us regularly and recommend us to others. Beyond the creative, bright and fresh spaces we offer, we aim to delight our clients with our energetic 'can-do and do do' attitude and everyone who works with us shares our refreshing and positive approach to providing great space with outstanding service.

About the role

We are looking for a responsible Administrative Assistant to provide support to our Client Management team and perform a variety tasks associated with booking in events.

As the first contact our clients have with wallacespace, you will be a warm and confident team member, supporting clients through the early stages of booking by understanding their requirements, proposing suitable space and adding all details into our system.

As Administrative Assistant, you will be extremely detail orientated, keeping all bookings up to date, before, during and after the event. You will provide a level of administrative support to ensure the smooth running of our booking process.

Above all, this role is very collaborative. As well as helping our clients, you will liaise closely with our Client Management team to agree negotiations and provide a detailed handover should the event confirm. You will further support our internal account team with invoicing and financial information, and report on trends to our Centre Managers.

About you

- You will be a people person with a friendly, approachable manner
- You will have a confident telephone manner and excellent written English
- You will have a great attitude, common sense and bags of personal energy
- You will be willing to solve problems, roll your sleeves up and get stuck into a job
- You are proactive, organized, have experience of Microsoft Office

What we offer

- Free Lunch – who said there's no such thing? At wallacespace our food not only tastes great, it is designed to help our clients stay focused + more productive, so we'd be missing a trick if we didn't share it with our teams.
- Non-guaranteed bonus scheme
- Life assurance and pension scheme
- Access to travel loans, childcare vouchers + cycle to work scheme



wallacespace

- Excellent opportunities for progression + the advantage of working with great people in a unique environment.

In addition to some great day to day benefits an Administrative Assistant will also receive

- £18 – 21,000 per annum (depending on experience)
- 28 days holiday (incl bank hols)
- Working environment to inspire, motivate and collaborate both our clients and staff.
- Excellent personal and professional development opportunities.
- Advantage of working with a close-knit team.
- Breakfast & lunch included - @ wallacespace our food is designed to help our clients stay focused + more productive, so we'd be missing a trick if we didn't share it with our teams.
- Bonus scheme.
- Life assurance.
- Pension.
- Access to travel loans, childcare vouchers + the cycle to work scheme.

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.

All applications to be made by 17.00 27th September 2019