

Office administrator at CAPS Architects

London, United Kingdom

We are a long established internationally operating architecture and interior design practice, with a focus on high end commercial and residential projects. Originally operating from Zurich, we are now opening an office in London and are looking for an **office administrator**.

We are recruiting for the position of office administrator to ensure the smooth running of the office. We are seeking a highly motivated and proactive individual.

Key elements of the role will include :

- Customer invoice handling
- Planning, budgeting and controlling
- Supervising creditors and debtors including dunning process
- Monitoring, assigning and posting expenses and credit card bills
- Record accounting
- VAT Reporting
- Preparation of year end closing
- Answering telephone calls and emails
- Personal Assistance to managing director
- Different administration parts
- Coordination of office supplies

Working with us:

For all our positions we offer a competitive salary, training and development opportunities and support.

We are a friendly, flexible with a sustainability commitment office.

We are located at Notting Hill Gate, London, close to a wide range of social, recreational and cultural facilities.

Job starting date at earliest convenience.

We are committed to equal opportunities.

How to apply

You must be eligible to work in the UK.

If you would like to apply by email, send your CV along with some work samples preferably in one attached PDF file to:

astraessle@caps-architects.com

Phone: +41 44 365 23 65