



The future happens here

JOB DESCRIPTION

POSITION TITLE: Office Assistant
BUSINESS UNIT: United Kingdom
LOCATION: Chiswick (West London, England)
REPORTS TO: MD United Kingdom

OVERVIEW:

We are a global operator committed to be at the forefront of the global energy transition.

In our mission to lead the transformation of the energy market, we are currently looking for a Office Assistant to support our United Kingdom Business Unit.

RESPONSIBILITIES:

We are looking for an Office Assistant to manage our front desk on a daily basis which includes a variety of tasks, such as:

- Operating the phone booth in a respectful, eloquent, and efficient manner.
- Transferring calls appropriately or taking the message and then redirecting it to the appropriate person or department.
- Greeting visitors and setting up facilities/meeting rooms.
- Managing and coordinating the use of meeting rooms.
- Keeping the reception area neat and clean at all times.
- Receiving deliveries; sorting and distributing incoming mail.
- Taking inventory of supplies and restocking as needed.
- Providing general administrative and clerical support.
- Organize travel (tickets, hotels, transfers, meetings. etc).
- Manage Office providers (cleaning, maintenance, IT, etc.).

QUALIFICATION AND EXPERTISE:

- 3 - 4 years of relevant experience in an office environment.
- Proficient in Microsoft Office.

SOFT SKILLS:

- Comfortable multi-tasking and prioritizing tasks without guidance.
- Excellent interpersonal and communicational skills.
- Initiative.
- Attention to detail.

FRV is an equal-opportunity employer. At FRV we celebrate diversity and are committed to creating an inclusive environment for all employees.

The decision to hire or discharge in this process will be based on skills and competences alignment to the role's requirements.