

London and Scottish Property Investment Management tLtd

London and Scottish are a commercial property company and property fund managers. Our head office is based at Charing Cross, Glasgow and we currently employ 64 staff throughout the UK.

Job Title: Trainee Office Assistant

Job Purpose: To provide administration support and to work with colleagues to deliver a comprehensive service.

Scope: A reliable, enthusiastic and conscientious person who is looking to develop their knowledge and skills within an office environment.

Accountabilities:

- Office Reception
- Meet and greet all visitors.
- Deal with incoming calls.
- Assist departments with their day to day administration tasks
- Photocopying, printing and binding documentation
- Responsible for replenishing stationery, printer and photocopier supplies
- Departmental filing
- Mail distribution and courier services
- Arranging refreshments for all meetings

Working Hours: 08:30-17:00 Monday to Friday (37.5 hours per week)

Salary: TBC

Benefits: Contributing Pension Scheme (6.5%), 4 x Salary for Death in Service Policy, 5 weeks holiday, Private Medical Cover

Please apply in writing to:-

Caroline Hammond
Office Manager
London and Scottish Property Investment Management Limited
Venlaw
349 Bath Street
Glasgow G2 4AA

Email: caroline.hammond@lspim.co.uk

www.lspim.co.uk