**London and Scottish Investments Ltd**

London and Scottish Investments are a commercial property company and property fund managers. Our head office is based at Charing Cross, Glasgow and we currently employ 48 staff throughout the UK.

**Job Title:** 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 Pensions Scheme (5%), 4xSalary for Death in Service Policy, 5 weeks holiday, Medical Cover

**Please apply in writing to:-**

Caroline Hammond

Office Manager

London and Scottish Investments Limited

Venlaw

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