

Administrative Assistant



-  Confidential
-  Hendon, North West London (NW4), NW4 2DX
-  Permanent
-  Published: 3 weeks ago
-  From £28,000 to £30,000 per annum

[Start application](#)



Key Responsibilities:

- Provide comprehensive administrative support to the Maintenance Manager
- Manage diaries, schedule meetings, and coordinate appointments
- Maintain and update records with a high degree of accuracy
- Process purchase orders
- Monitor compliance required for health and safety
- Assist with data entry, document filing, and ongoing record-keeping
- Support the preparation of monthly reports and internal documentation
- Updating spreadsheets
- Ensure compliance with internal procedures and GDPR standards

Person Specification:

- Reliable, responsible, and committed with a proactive approach to work
- Punctual, trustworthy, and capable of working independently
- Keen to learn and develop new skills with enthusiasm
- Excellent attention to detail and strong organisational skills
- Able to follow instructions
- Clear and confident communicator, both over the phone and in writing, with a professional and courteous manner
- Comfortable working in a collaborative, team-oriented environment
- Proficient in Microsoft Office and general administrative tasks
- While previous administrative experience is beneficial, it is not essential, as full training will be provided to the right candidate

What We Offer:

- Full training and support within a structured team environment
- Exposure to all aspects of residential property maintenance
- Long-term career development potential for the right candidate

Job Type: Full-time, Permanent

Schedule: Monday to Friday

Hours: 9am to 6pm (including a 1 hour lunch break)

Please note: candidates need to live within 40 minutes of the office address

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These jobs were popular with other job seekers

Administrator

 Compass UK & Ireland

 London

 £16.80 HOURLY

3 weeks ago



Team Administrator

 Recruitamum Limited

 North West London (NW11)

 Up to £35,000 per annum dependent on experience

1 month ago



Administrator

 Compass UK & Ireland

 Central London, London, WC1X 8DU

 £13.85 HOURLY



Ai Bi Ci
11, Street, London

Hiring Manager,
Confidential Company
Hendon, North West London (NW4), NW4 2DX
09, November, 2025

Dear Mr/Mrs Hiring Manager

I wish to apply for the role of Administrative Assistant, currently being advertised on website TotalJobs. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 06 (six) year experience in the administrative, and I believe my experience and skills developed during this time make me the right/perfect candidate for the role.

In my current role as a Admin Assistant at CD Courier Ltd, I have been responsible for Manage diaries, schedule meetings, coordinate appointments, assist with data entry, document filing, and ongoing record-keeping and support the preparation of monthly reports and internal documentation, these roles are relevant and similar to the position I'm applying for.

All of this, coupled with my enthusiasm and dedication, as well as ease in learning new activities, including in Portuguese and English, and ability in conference and computer activities has helped to advance in professional experience in this country.

I am confident that I can bring this level of success with me to your organization and help develop the activities this company with excellence and build upon their reputation administrative assistant, with my previous experience and expertise, I believe my contribution will have good results for this company.

Thank you for analyzing my cover letter and CV. I look forward to meet you in the personal interview.

Yours sincerely,
Ai Bi Ci

Signature: Ai Bi Ci

11, Street, London
Contact: (55) 07522 - 0000
Email: Aibici@gmail.com

AI BI CI

I have experience professional administrative routines, including conference activities and public relations. I have more than 9 years of professional experience administration activities and organization, including international experiential in Brazil.

Education:

Studying Certificate in Higher Education – Business Skills for the Workplace
University of Wales – Trinity Saint David – Campus London

Improvement Course:

Course: Basic Informatics and Management

Office Microsoft

Course: Computer Maintenance

How the computer structure works, installation, assembly, configuration, and maintenance.

Course: Information and Communication Technology

Understand which ICT processes are used in the professional routine and what is their relevance in the career of the young person who enters the job market.

Course: Labor Law

Identify the legal provisions that regulate labour relations.

Course: Entrepreneurship

Identify the inherent characteristics of the entrepreneur, recognizing the importance of self-development.

Course: Occupational Safety

Understand issues related to Safety, Environment and Health in order to enable a critical view of the risks and dangers existing in the world of work.

Skills:

- Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Teams
- Have a good accurate typing
- Have good Portuguese-language
- Capable of working under pressure and meet deadlines as scheduled with quality in work
- Capable of taking care of customer service activities and office management

Professional experience:

CD Courier Ltd, London

Aug 2019 to present

Admin Assistant

Job description: Order Management: Deal with orders on the courier routes, confirming all shipment details are correct, and ensuring the outbound dock reflects this. Shipping and Repacking: Ensure all NonPallet Shipments are fully repacked to maintain the integrity of the customer's order for delivery. Documentation: Manage the shipment screen to stage, load, and consolidate courier shipments for invoicing.

PUBLIC PROSECUTOR'S OFFICE OF ESPIRITO SANTOS – DISTRICT OF SÃO MATEUS

March 2015 to Jul 2019

Volunteer Service Provider

3rd Criminal Prosecutor's Office – JECRIM and 3rd Criminal Court

Job description: Assist in the drafting of opinions, decisions and petitions, as well as in advising on administrative routines, including conference activities and public relations.

17TH REGIONAL LABOR COURT – COURT OF SÃO MATEUS

July 2014 to date March 2015

Office of Labor Justice

Job description: Advising on administrative routines, including conference activities and public relations.

PUBLIC PROSECUTOR'S OFFICE OF ESPIRITO SANTOS – DISTRICT OF SÃO MATEUS

February 2014 to December 2014 (afternoon shift)

Intern - 3rd Criminal Prosecutor's Office – JECRIM and 3rd Criminal Court

Job description: Advising on administrative routines, including conference activities and public relations.

COURT OF JUSTICE OF ESPIRITO SANTO – DISTRICT OF SÃO MATEUS

January 2014 to February 2014 (morning shift)

Intern - Court Opening Center

Job description: Advising on administrative routines, including conference activities and public relations.

PUBLIC DEFENDER'S OFFICE OF THE STATE OF ES – DISTRICT OF SÃO MATEUS

August 2013 to December 2014 (morning shift)

Intern - Family Court

PUBLIC DEFENDER'S OFFICE OF THE STATE OF ES – DISTRICT OF CONCEIÇÃO DA BARRA

August 2012 to August 2013

Intern - Vara Criminal

FACULDADE VALE DO CRICARÉ (UNIVC)

January 2012 to June 2012

Secretarial Assistant (Intern)

17TH REGIONAL LABOR COURT – COURT OF SÃO MATEUS

March 2010 to January 2012

Administrative Assistant (Minor Apprentice)