

# TEAM LEADER & ADMINISTRATIVE ASSISTANT VACANCY

Premier Physical Healthcare are looking to recruit a Team Leader & Administrative Assistant to work full time based in London.

Based at Premier Physical Healthcare Office, North Road, London



From £19,000 per annum



Excellent working environment



1 Full time position available - 40 hrs a week



This role requires the ability to communicate company goals, safety practices and deadlines to the team. In this role you will provide help to management, including hiring and training, and keep management updated on team performance. You will support the Head Office Manager as well as assisting with training and development and handling complaints.

Successful candidates will be energetic and proactive with the ability to work independently as well as part of a team. You will also be computer literate with good knowledge of Microsoft Office Packages. Ideal candidates will have excellent attention to detail as well as excellent time management and organisational skills.



**CLOSING DATE: 30TH DECEMBER 2018**

We encourage you to apply as soon as possible as once sufficient applications have been received, we may decide to close the advert early.



If you have any further questions or you would like to request an application form then please don't hesitate to contact us!



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www.premierphysicalhealthcare.co.uk