



Job Title: Office Assistant

Working For: Hanbury Strategy

Location: London, E1

To start: ASAP

Salary: Competitive and dependent on experience

Hours: 40 hours per week

Office Assistant - Hanbury Strategy [REF: 0015]

About Hanbury Strategy

Hanbury is a strategic advisory firm that provides political analysis and insight to help businesses navigate a time of global change; manages all aspects of communications to help firms tell their story; and builds winning campaigns to help shape public opinion.

The role

Hanbury has grown significantly since its formation over four years ago. We are now looking for a new office assistant to join our growing Operations team. This role will be crucial in ensuring that the office runs smoothly and being the first point of contact for both internal and external queries.

Responsibilities will include the following:

- Meeting and greeting visitors
- Ordering the weekly shop for the office
- Ensuring the office runs smoothly
- Organising team events
- Management of a busy company inbox
- Managing IT related queries
- Updating and maintaining spreadsheets relating to different aspects of the company
- Helping the Operations team with any adhoc tasks such as researching new suppliers, coming up with new processes, obtaining quotes etc

About you

- You are proactive
- You are flexible, adaptable and hardworking

- You are always happy to help
- You are confident and approachable
- You will have some experience of working in an office and/or in an administrative position

Further details and benefits

- Office based position with working hours of 9.00am-6.00pm.
- 28 days' leave per annum (pro-rata), plus bank holidays and discretionary additional days off between Christmas and New Year
- Annual discretionary bonus scheme
- Pension scheme in which Hanbury contributes a proportion of your monthly gross salary
- Complimentary Employee Assistance Programme
- Membership of Second Home, the coworking office space in which Hanbury is currently based, which offers a range of additional complimentary benefits including cultural and wellness programmes: <https://secondhome.io/spitalfields>.

How to apply

Please send both your CV and cover letter to careers@hanburystategy.com with the subject: **Office Assistant [REF: 0015]**

Closing date for this role is Sunday 2nd May. Should you be considered for interview, we will contact you by email within two weeks of the closing date.

Hanbury Strategy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender or gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, colour, nationality, ethnic or national origin, sex or sexual orientation. As part of our commitment to equal opportunities, we are open to discussions about alternative working patterns or hours.

Please let us know if you need any reasonable adjustments to be made during recruitment or in employment for reasons associated with your physical or mental health. We are committed to ensuring everyone is able to fully participate in whatever way is most appropriate for them.