

Finance and Legal Administrative Coordinator



Tate

You'll provide exceptional support to the Finance and Legal departments, with responsibility for a wide range of administrative tasks to ensure the smooth running of both functions. You'll relish the opportunity to learn in an environment where variety and a willingness to turn your hand to any task is key.

Highly organised and numerate, you'll need to enjoy interacting with people both face-to-face and over the phone. Good IT skills (particularly word processing, spreadsheet, email and database creation) are a must, but your most important qualities will be your excellent communication skills, attention to detail, and the ability to work as part of a team.

Our jobs are like our galleries, open to all

Location:	London
Category:	Administration
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: May 13, 2013	deadline: May 26, 2013

More information: <http://www.tate.org.uk/>