

**Office Administrator Job Description**

Permanent, Full-Time Administrator | Salary £24k per annum

**Hanna Pianos** is a well-established family business since 1960, based in

Wimbledon since 1990. We have two piano showrooms and a piano workshop.

We have established our reputation on honesty and high-quality services.

Come and join our team!

**Duties**

As Office Administrator, you will be based in our Wimbledon showroom office. You will be expected to answer phone calls and email enquiries and deal with invoices, bookkeeping and tuning requests. You will manage an extensive database of regular clients and arrange piano tunings when due.

* Invoicing, bookkeeping and database management
* Reminding clients of regular tuning services
* Dealing with piano removal requests
* Answering telephone enquiries
* General administrative duties

**Skills required**

* Good telephone manner
* Excellent people skills
* IT skills, with experience in Database management, Word and Excel.
* Minimum experience in administration: three years

If you feel you have the necessary skills and qualifications for this job, please complete the attached form and send it to:

Fadi Hanna

Hanna Pianos

94 Kingston Road

Wimbledon

London SW19 1LA

Email: fadi@hannapianos.com​