

## SECRETARY

FAR SHIRES GRANARY, YORK ROAD, EASINGWOLD, NORTH YORKSHIRE, YO61 3EJ

We are recruiting for a full-time secretary to provide secretarial and administrative support to the Farm Business team, and to assist the Directors in managing the Easingwold office.

### The role and responsibilities:

- Typing of letters, emails, reports, tenders, presentations etc and assisting in the preparation of budgets
- Diary management/arranging meetings
- Reception duties including answering the telephone, dealing with queries, redirecting calls as necessary and taking messages; greeting visitors; managing meeting rooms and arranging refreshments where necessary
- Photocopying, scanning and printing
- Upkeep of client and management filing
- Opening and distribution of incoming post; delivering outgoing post to local post office/franked mail post box
- Invoicing using Sage Coretime
- Assisting the Director to manage the office on a day-to-day basis including facilities management and ordering stationery
- Maintaining and reconciling petty cash records, monitoring and replenishing office sundries
- Acting as the first point of contact for IT for the Easingwold office
- Acting as the fire warden for the Easingwold office and undertaking monthly office fire safety checks

- Any other duties, as required, to ensure the smooth running of the office.

## The skills we are looking for in you:

- Audio typing skills to a high standard are essential
- Good general knowledge of Microsoft office, specifically Word, Excel, PowerPoint, Outlook. Advanced Excel skills would be an advantage
- Good organisational skills with a proactive and problem-solving approach to tasks
- Excellent standard of written English language
- Good telephone manner; well spoken
- Well presented, confident and poised, with warm and welcoming manner
- Good level of numeracy
- Ability to prioritise busy workload
- Ability to act on own initiative whilst also working within Company processes and procedures
- Pays attention to detail
- Ability to deal with clients at all levels, from tenants and landowners to clergy and gentry, and maintain confidentiality at all times
- Experience within a professional services organisation preferred, but not essential
- Ability to remain calm under pressure

## Key information about the role you need to know:

- Full-time Monday to Friday.
- Hours: 9.00am - 5.30pm Monday to Friday with occasional flexibility required to clear any urgent workload.
- Up to one hour for lunch.
- 25 days holiday plus statutory bank holidays.
- Auto-enrolment pension scheme with Aviva.