



EXPERIENCED SECRETARY/PA

5 - 6 BAILEY COURT, COLBURN BUSINESS PARK, RICHMOND, NORTH YORKSHIRE, DL9 4QL

We are recruiting for a full-time experienced secretary/PA to provide secretarial and administrative support to a Director and members of the Estate Management team, at our head office in Colburn.

The role and responsibilities:

- Typing of letters, emails, reports etc
- Diary management/arranging meetings
- Occasional reception cover including greeting visitors and providing refreshments
- Photocopying, scanning and printing
- Upkeep of client and management filing
- Assisting with incoming and outgoing post
- Invoicing using Sage Coretime
- Any other duties, as required, to ensure the smooth running of the office.

The skills we are looking for in you:

- Must be a proficient typist, audio typing experience preferred
- Good general knowledge of Microsoft office, specifically Word, Excel, PowerPoint and Outlook
- Good organisational skills with a proactive and problem-solving approach to tasks
- Excellent standard of written English language and a good level of numeracy

- Good telephone manner; well spoken
- Well presented, confident and poised, with warm and welcoming manner
- Ability to prioritise busy workload
- Ability to act on own initiative whilst also working within Company processes and procedures
- Excellent 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.