



**GSC GRAYS**

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## ADMINISTRATOR

5F LINNET COURT, CAWLEDGE BUSINESS PARK, ALNWICK, NORTHUMBERLAND, NE66 2GD

We are currently recruiting for an exciting opportunity for an experienced Administrator to join our team in Alnwick. Within this role you will provide secretarial and administrative support to the team, and to assist the Rural Directors in managing the Alnwick office.

### The role and responsibilities:

- Typing of letters, emails, reports, tenders, presentations, creating excel schedules etc and assisting in the preparation of budgets
- Assisting with the management and letting of properties
- 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 and making supplies are well stocked
- Photocopying, scanning, printing & electronic filing as well as Outlook email management
- Upkeep of client and management filing & electronic filing
- Opening and distribution of incoming post; delivering outgoing post to local post office/franked mail post box
- Invoicing using Sage Coretime
- Assist with the management of the office as required on a day-to-day basis including facilities management and ordering stationery
- Diary management/arranging meetings
- Acting as the first point of contact for IT & Internet services for the Alnwick office

- Acting as the fire warden for the Alnwick office and undertaking monthly office fire safety checks
- Any other reasonable 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, SharePoint, Planner, OneDrive. 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 presented, confident and poised, with warm and welcoming manner
- Good level of numeracy
- Ability to prioritise busy workload and manage time
- Ability to act on own initiative whilst also working within Company processes and procedures
- Pays a high level of 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
- Possess a generally positive outlook and enjoy working within a progressive team.

## 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.