



AIREY MILLER

TEAM SECRETARY/ ADMINISTRATOR

Sevenoaks Office

EXPERIENCE

- Excellent secretarial skills
- Administrator experience
- Working within a quality management system
- Working within a professional office environment

Rewards & Benefits

- Competitive salary
- Pension contributions
- Private medical insurance
- 28 days holiday + birthday + Christmas
- Professional subscriptions

ROLE:

We are looking for a highly motivated, organised and confident individual to work within our busy admin team, providing to the technical teams across the business.

ESSENTIAL REQUIREMENTS:

- Excellent experience in the Microsoft Office suite of software
- Adobe Acrobat experience
- Meet and greet clients and visitors to the office
- Arrange appointments and meeting rooms as required
- Exceptional telephone manner
- Excellent typing skills and speed (including digital dictation)
- Produce large documents
- Articulate, literate and numerate
- Power Point Presentation skills
- Work on own initiative and part of the wider admin support team
- Provide any other adhoc duties as required by the company
- Eligible to live and work in the UK

DESIRED REQUIREMENTS:

- Knowledge, understanding and experience working in the construction industry
- Willingness to travel between offices if required
- Drivers licence and use of vehicle
- Adobe Indesign software