



Job Specification

Team PA / Administration Assistant
20-25 hours per week, over a minimum of 3 days per week

Retford based

We have an opportunity for a well organised, enthusiastic and client service focused individual to join our excellent team at our Retford office on West Street. The role will include reception duties as well as all administrative tasks to support the director and our technical team. Specifically you will be responsible for Company Secretarial tasks for our portfolio of clients. We can be flexible upon working hours and days as long as we ensure our clients keep receiving the great level of service they have come to expect – and that you could offer some level of flexibility to help cover scheduled absence of colleagues.

General Responsibilities

- Ensure clients receive great service
- Reception duties (telephone answering, greeting clients, drinks etc)
- Dealing with incoming and outgoing post
- Providing all aspects of administrative and secretarial support to the Director and the technical team – including mail, company secretarial duties, assistance to local marketing activities
- Responsible for the storage and reconciliation of the petty cash for the office
- Banking, shopping etc where necessary
- Liaising with staff from other offices where necessary
- Ensuring meeting rooms are tidy
- General administrative duties
- Covering for absence of other administration assistant

Skills and Qualities required

- Relevant previous experience in an office environment – including administrative and secretarial duties. Preferably in a professional services firm, but not essential
- Experience of Company Secretarial tasks is preferred, however training will be given

- Confident at communicating with clients and colleagues
- Motivated, organised and efficient individual
- Ability to multi task and prioritise conflicting tasks
- Helpful, accommodating attitude – a great team player
- Well presented
- Good GCSE/O-level results (minimum Grade C in Mathematics & English Language)
- Proficient in Microsoft Outlook and Word; with experience in Microsoft Excel
- Experience in database management

Working Conditions & Package

- 20-25 hours per week, over 3 to 5 days
- Flexible working hours
- 23 days holiday per annum (FTE)
- Annual leave trading scheme
- Salary dependant on experience
- Discretionary bonus scheme *
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme *
- Death in Service benefit
- Childcare vouchers

(*Upon successful completion of probationary period)

To apply email your CV and covering letter setting out why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):

john.richmond@wrightvigar.co.uk

Please quote reference WV1807 in all correspondence