

Join us and become part of the team.....

**FULL TIME EXPERIENCED SECRETARY - PLYMOUTH**

**JOB TITLE**

Secretary

**REGION**

Plymouth Office

**COMPANY PROFILE**

Stratton Creber Commercial is a leading and long established West Country firm of Chartered Surveyors with offices in Plymouth, Truro and Exeter.

**MAIN PURPOSE OF JOB**

Stratton Creber Commercial has an immediate opportunity in Plymouth for an experienced self-motivated, enthusiastic, committed and professional individual to join our friendly team.

We are seeking candidates who are willing to undertake a variety of admin tasks including:

- Audio typing
- Support and facilitate the completion of regular reports
- Answering phone calls and redirecting them where necessary
- Prepare and disseminate correspondence, memos and forms
- Develop and maintain filing system
- Undertake occasional receptionist duties

**ROLE REQUIREMENTS AND DUTIES**

- ❖ Proven work experience as a secretary or administrative assistant
- ❖ High degree of multi-tasking and time management capability
- ❖ Excellent written and verbal communication skills
- ❖ Proficiency in Microsoft Word and Excel

**SALARY**

Salary details available upon application, commensurate with experience and skills.

This is an exciting opportunity for the right candidate to join one of the major firms of Commercial Surveyors in the West Country.

**CONTACT**

Please send your CV to [admin@sccplymouth.co.uk](mailto:admin@sccplymouth.co.uk) marked 'secretarial position'.

