

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 taking 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 marked secretarial position.

