

Office Administrator - Leeds

Silverstone are a specialist firm of chartered building surveyors and project managers with offices in Leeds and Newcastle upon Tyne. They are firmly established as a reputable, diligent and capable independent consultancy in the North of England with a highly experienced team to act as trusted advisers to a wide client base covering all industry sectors.

You will join a team who are fun friendly and most importantly supportive, diligent and hardworking. You will assist in maintaining a positive and friendly company image by acting as the first line of contact to visitors and clients both in person, online and via the telephone.

We seek an office administrator who ideally has experience in working for a firm of chartered surveyors previously and is able to confidently type reports, documents and letters. You should be able to manage reception area, look after visitors, answer telephone calls and transfer them as necessary, interact with all staff, manage outgoing post, record data and special deliveries and management of diaries of our professional team of staff. You will assist with drafting reports and letters alongside our administration team based in Newcastle.

You should have a good knowledge Microsoft office packages and document management along with a good speed of audio typing and professional telephone manner. This is a part time role of 2-3 days per week (including Friday).

If you consider that you are the right person we offer some excellent benefits such as;

- A highly competitive salary.
- Excellent holiday allowance increasing with service.
- Excellent employer contributory pension scheme.
- Enhanced maternity and paternity leave.
- A great team to work alongside.

If you are interested in this role please forward an up to date copy of your CV with a cover letter to louise.stewart@silverstonebc.com before 7 February 2020.

Recruitment agencies should not canvas.