



## **Experienced Secretary (Full & Part-time)**

We are looking for enthusiastic, highly organised and experienced Secretaries to join an established Practice in the centre of Banbury. This is a friendly, yet busy, team so you will be comfortable working at pace and will bring excellent organisational and administrative skills to the role. We believe in 'added value', so the ability to provide confident, professional and pro-active support is essential.

The candidates must have:

- Strong organisational skills
- Presentation skills and attention to detail
- Excellent keyboard skills with a minimum typing speed of 60 wpm
- A good team player, with the ability work on your own initiative and meet deadlines
- The ability to manage pressure and conflicting demands, prioritising workload
- Excellent oral and written communication skills
- Tact, discretion and respect for confidentiality
- A pleasant, confident telephone manner
- Reliability and honesty
- Strong I.T skills (Word, Excel, Outlook)
- Demonstrate professionalism, and a positive, can-do attitude
- Previous use of Adobe In-Design (*desirable but not essential*)
- Project management skills (*desirable but not essential*)

### **Rewards**

Alongside a competitive salary, as a Secretary, you will also benefit from:

- Bonus scheme
- Pension Scheme
- Sickness Scheme
- Generous annual leave

### **Location**

Based in our Banbury office, potentially working one day per week from our Leamington Spa Office.

### **Hours**

Our office operates from 09:00 to 18:00, Monday – Friday. However, we are seeking both full and part-time secretarial support, hours to be agreed.

The successful candidates will be helping to support company Directors across two offices with varying degrees of secretarial and administrative support required by each. There are three other personal assistants/secretaries and this role will support them in carrying out the secretarial function within the Practice.

The position would suit someone who is reliable, personable, flexible, confident and someone who has an eye for detail and accuracy. Ideally, you should be used to dealing with a busy and varied workload with an ability to remain calm under pressure.

Please write to:

Hazel van der Merwe

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