

Seddon

Administrator

STOKE

Closing Date: 15th January 2021

Job Ref: ADM/STOKE



People Matters



25 DAYS
HOLIDAY



PRIVATE
HEALTHCARE



SEDDY
SAVINGS



EYE CARE
VOUCHERS



PENSION
SCHEME



LIFE
ASSURANCE



PROFESSIONAL
DEVELOPMENT



OCCUPATIONAL
HEALTH

ADMINISTRATOR

We are looking for a part-time administrator in the Stoke office to work closely with, and provide full administrative support to the legal department and oversee the smooth running of the Stoke office. Legal experience preferred but not essential.

What you'll do

- Co-ordinate and implement office procedures
- Provide general administrative support including typing letters, minutes, reports, memos, speeches, updating spreadsheets/data bases, copying, binding, shredding, filing etc.
- Order legal searches when requested
- Taking phone calls and messages, compiling legal packs
- Manage the office and supplies including the overseeing of the kitchen.
- Oversee covid rules for the office.
- Manage and maintain the meeting room diary.
- Manage the opening stamping and scanning of the incoming post.
- Arrange the outgoing post
- Lead the office charity
- Ensure confidentiality and discretion in all aspects of the role

Have you got what it takes?

- Interpersonal skills, professional, positive, customer focussed
- Accurate/attention to detail/pride in work
- Organised – ability to prioritise and manage own workload amid conflicting demands and busy work periods
- Reliable and trustworthy
- Maintains confidentiality/discretion at all times
- A flexible and positive approach to work and colleagues
- Be proficient in a number of Microsoft software packages such as Word, Excel, Outlook and PowerPoint.

APPLY NOW

Reporting to: Head of Property/Legal

Location: Stoke

How to apply: Please email CV to careers@seddon.co.uk - quoting job ref - ADM/STOKE

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