

Job Title: Secretary (Maternity cover – 12-month contract)

The Role: We are seeking a responsible, efficient and well-organised Secretary to join our London office in April 2021. The candidate will predominately be based in the London office providing the government guidelines allow it.

You must be a team player and make every effort to provide help when needed. Computer skills are essential to this role and the ideal candidate will be advanced in Microsoft Office.

You will assist the Marketing and Bid department daily, whilst also providing reception assistance/cover and ad-hoc admin support to staff.

Day-to-day responsibilities are focused on the control and tracking of documents. Specifically, you will number documents and input technical revisions, perform compliance checking, filing and organising, documentation auditing and report on document status, as well as distribute documents, as required. This involves coordinating with different departments within the company and ensuring that documents are accessible to all internal services.

Responsibilities will also include, but are not limited to: -

- General housekeeping around the building
- Archiving
- Helping all departments and staff on daily basis
- Updating documents
- Copy typing and digital voice transcription
- Managing the staff diary on a daily basis using Outlook calendar
- Preparing drinks for meetings and collect lunch as and when required
- Reception including:
 - Meeting and greetings guests
 - Answering telephone
 - Booking meeting rooms
 - Assisting with staff queries
 - Stationery orders
 - All other general reception duties
- Any other tasks which may be reasonably required within the definition of general administration

The candidate will be expected to help all staff with queries and have a 'can-do' attitude, meticulous attention to details, excellent communication skills and the ability to work independently as well as part of a team.

The ideal candidate will be able to multi-task, have excellent organisation and communication skills, have the ability to work under pressure and deliver to deadlines. It is imperative that you are able to work alone, as well as part of a team, and in conjunction with several other departments.

You will express a willingness to learn and the ability to retain information on new projects, policies, case studies and corporate information that will ensure the writing of high-quality proposals.

Requirements:

- Past experience with bids would be ideal but not essential
- Computer literate with an intermediate level of Word and Excel skills
- Knowledge of other Microsoft Programmes and Adobe Acrobat
- High attention to detail
- Be able to multi-task
- Work well within a team but also have the ability and confidence to work alone and take initiative
- Have excellent organisation and communication skills
- Have the ability to work under pressure and deliver to deadlines
- Excellent telephone manner
- Be flexible with regards to working hours and requirements of the role

Our Company:

We are a Construction Consultancy, have been around since 1970 and employ over 160 people. Over the years we have built a reputation of integrity, reliability and excellence for all of our services.

Our business, which operates out of four offices in Beckenham, Brighton, London and Colchester, is continuously growing and the feedback from our Clients is glowing.

We have achieved our success by focusing on the goals of supporting and looking after our staff and Clients, and making sure that any future expansion does not conflict these ideals.

We are delighted that we have been recognised as meeting the high standards of organisational excellence defined by the 'Investors in People' (IIP). We feel that from obtaining this accreditation, it is an important step in ensuring our employees feel they are valued and an integral part of the Company.

For more information on Potter Raper please visit our website – www.potterraper.co.uk

Office Location:

Potter Raper,
101 St Martin's Lane
London WC2N 4AZ

Process:

We will review your covering letter and CV in detail, should you be successful at this stage then you will be invited in for an interview by a Director. During the interview we will explain the next steps and give you an opportunity to ask us any questions you may have.

We are an Equal Opportunities Employer and all applications will be treated in the strictest confidence.

Reference Number:

SEC/OS/LDN/21

To Apply:

Please send your covering letter* and CV to: -

recruitment@potterraper.co.uk

*Please include in your covering letter your salary expectation.

Please include 'Secretary/Document Controller – London' in the email subject title

Recruitment Policy:

If you are a Recruitment Agency and you choose to respond to this vacancy post then you are deemed to have read and accepted our Recruitment Company Terms and Conditions. This can be found here –

<https://www.potteraper.co.uk/wp-content/uploads/2019/04/Recruitment-Policy-2019.pdf>