

PA/SECRETARY - MATERNITY COVER BASED AT HEAD OFFICE IN KETTERING

**IMMEDIATE START
UP TO 16 MONTH FIXED TERM CONTRACT**

GSSArchitecture, one of the longest established architectural practices in the country, is looking to appoint, for a fixed period of maternity cover, an efficient and organised PA/Secretary to the Partners and as part of the Admin team in support of a busy professional practice of 60+ staff, five national offices and a number of “blue chip” company clients.

Role & Responsibilities (but not limited to)

- Provide support to Partners and ensure effective handling of correspondence and administrative tasks
- Diary Management/Outlook Calendars
- Schedule general meetings and appointments and book relevant meeting rooms
- Meeting preparation, carry out background research and present findings
- Arrange travel and accommodation
- Screen telephone calls, enquiries and requests and handle them when appropriate
- Liaise with clients, contacts and colleagues as necessary
- Prepare responses to e-mails/letters when required
- Reconcile credit card expenditure
- Complete timesheets and mileage/expenses claims
- Record Continuing Professional Development (CPD)
- General administration and working together with the Admin team for projects and overflow
- Produce documents, minutes, reports and presentations
- Assist with bid preparation and coordination
- Data and file management
- Email Inbox administration
- Deal with incoming and outgoing post when required
- Reception/switchboard cover as required
- Assist with Health and Safety as required, including Personal Protective Equipment (PPE)

Qualifications/Experience

MS Office

GCSE English Language (or equivalent)

RSA II Typing (or equivalent)

Relevant experience of working as a PA/Secretary within a professional/architectural environment

InDesign would be desirable, but not essential

Prerequisites

Effective communicator with good interpersonal skills

Accurate with a high level of attention to detail

Adaptable, flexible, enthusiastic and positive

Able to work under pressure and to tight deadlines

Strong organisational skills and ability to multitask

Hours

8:45 am to 5:30 pm

Monday to Friday

Please apply with your CV and covering letter (stating salary expectation) to

Mary Lally BA(Hons) FInstAM

Practice Administrator

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