



SECRETARY/ADMIN ASSISTANT

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

Qualifications/Experience

MS Office, including Word, Excel, PowerPoint and Outlook
GCSE English Language and Maths (or equivalent)
RSA II Typing/Word Processing (or equivalent)
Relevant experience of working within a professional/architectural environment
InDesign would be desirable, but not essential

Requirements

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

8:45am-5:30pm (with one hour for lunch), Monday to Friday

Reporting to the Practice Administrator, this position is a full-time, 11 month maternity cover contract, based at our Head Office in Kettering, Northamptonshire

If you would like to join our friendly and hardworking team, please forward your CV and covering letter to recruitment@gotch.co.uk

We are an Equal Opportunities Employer