

Howkins & Harrison

Job Description

Job Title:	Temporary Secretary
Reports to:	Rural and Professional Partners
Site:	Rural and Professional Office, Atherstone

Overall purpose of job:

To support department ensuring an excellent service is provided to clients and customers.

Main Administration Duties

- Typing property particulars including inserting photographs
- Typing and preparation of valuations and professional work
- Audio/copy typing of correspondence
- Organisation of partners' diary and appointments
- In the absence of the Residential Secretary managing diaries of line managers and negotiators
- Handle enquiries from the general public either by telephone or face to face
- Franking and posting outgoing mail
- Maintaining filing systems

Person Specification

Criteria	Essential	Desirable
Qualifications		
RSA or equivalent in Typewriting	✓	
Audio Typewriting		✓
Skills/abilities (such as oral or written, manual dexterity etc)		
Good level of spoken and written English	✓	
Good working knowledge of Microsoft Word	✓	
Good working knowledge of Microsoft Excel & Access		✓
Ability to manage several tasks/projects at the same time	✓	
Ability to prioritise and work on own initiative	✓	
Excellent oral and written communication		✓
Sense of Humour		✓
Experience		
Residential Sales / Lettings Department		✓
Several years working in busy office environment		✓