

Job Title: Administration assistant
Location: Bury St. Edmunds, Suffolk
Reports to: Business Administrator
Salary: Competitive, commensurate with experience
Contract Type: Part-time, Permanent

About Wilson Wraight

Wilson Wraight is a leading provider of agricultural, environmental, and planning consultancy services. Based in Bury St Edmunds and led by five Partners, our range of high-quality and efficient management services aim to support land-based businesses for decades to come. We are committed to creating an environment that enables our team to continuously develop, succeed and thrive.

Job Purpose

The successful candidate will undertake administration duties to help the efficient running of the business.

Key Areas of Responsibility

This role covers many areas of responsibility, including but not limited to the following:

Provision of high quality administration and secretarial support using Microsoft Word (copy and audio typing), Excel, PowerPoint and Access.

Accurately prepare Report, Budget and Appraisal documentation from a variety of sources, ready for client presentations and meetings including printing and binding when necessary.

Delivery of a consistent 5-star experience for visitors to the Wilson Wraight office.

Be the first point of contact for visitors.

Manage and direct inbound/ outbound business communications and correspondence.

Manage and deliver the provision of all office supplies.

Undertake general ad hoc duties including hotel bookings, arranging in house catering for meetings, banking, backing up of company data, scanning and organising of files and vital tasks as requested.

Any other duties requested in order to ensure the smooth running of the business.

KPI's to include:

High quality admin and secretarial support service provided to staff and stakeholders.

Applicant Requirements

The successful applicant will have the following:

- Highly motivated and organised.
- A strong educational background.
- An expert working knowledge of Microsoft Outlook, Word, Excel, PowerPoint and Access.
- Comprehensive admin and secretarial experience working in a busy environment.
- Good communication skills and the ability to address and engage with a diverse set of clients, stakeholders and staff.
- Scrupulous attention to detail and accuracy in work produced.
- Ability to work under pressure and to tight deadlines.
- A degree of flexibility to cover holidays would be preferable.

Please apply in strictest confidence with CV and supporting correspondence to sdoogan@wilsonwraight.co.uk