

We are looking to recruit for a secretary / administrator to join our growing team on a full-time permanent basis.

The successful applicant will provide support to the Partners and Consultants within a professional services office to help clients develop their farm businesses.

About us

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 Title:	Secretarial / Administration Support
Location:	Bury St. Edmunds, Suffolk
Reports to:	Business Manager
Salary:	Competitive, commensurate with experience
Contract Type:	Full-time, Permanent

Benefits:

- Extensive training opportunities
- Staff incentives and rewards scheme
- Health Scheme
- Flexible Working Policy

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 hard and soft copy documentation from a variety of sources, ready for client presentations and meetings.
- Provide project support to the team as required.
- Coordinate event attendance.
- Deliver a 5 star experience as the first point of contact for clients, stakeholders and staff for all service issues including visitors to the office.
- Manage and direct inbound/ outbound business communications and correspondence including marketing campaigns.
- Manage the central 'on-line' diary for all staff and annual leave / absence tracker.
- Manage and deliver the provision of all office supplies.
- Maintain the business database.
- Undertake general ad hoc duties as requested by the Partners or Business Manager in order to ensure the smooth running of the business.

Skills/ Experience required

- Highly motivated and organised.
- A strong educational background.
- 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.
- A proactive approach to improving business processes.
- Good time management skills with the ability to organise and prioritise on tight deadlines.
- Problem solving attitude and resilience when faced with challenges.
- High level experience of producing minutes and arranging meetings.
- Good team working skills and the ability to work collaboratively.