

PERSONAL ASSISTANT/SECRETARY

ILKLEY

PART-TIME – 21 HOURS PER WEEK

We are one of the largest established firms of property consultants in Yorkshire, with almost 200 years of history. We provide solid advice based upon sound local knowledge, coupled with market leading technology and a prominent branch network of 21 offices across the heart of Yorkshire.

We currently have an exciting opportunity at our Ilkley office for a Personal Assistant to support our Commercial team on a part-time basis, working 21 hours per week.

This role is key in providing a first-class service to our Commercial team. You will have excellent written and verbal communication skills with a proactive and professional attitude to enable you to develop effective relationships with a wide range of internal and external stakeholders. You will have a flexible approach to work, be used to working at a senior administrative level and be comfortable working within a high-pressure environment.

You will provide excellent administrative and personal assistant support including secretarial duties, audio typing, the use of appropriate software packages, diary management, report writing, preparation of board minutes and general administrative duties. You must be self-motivated, able to prioritise your own workload and demonstrate good time management skills in order to ensure deadlines are met.

You need to be a confident and motivated individual who is enthusiastic and competent, with the ability to work to a very high standard of accuracy. You will have excellent organisational skills and the ability to work with the utmost discretion when dealing with any confidential matters.

This is a rewarding and varied job role with an excellent opportunity to develop your skills.

**If you are interested in applying for this role, please send your CV to
jobs@dacres.co.uk or by post to
HR, Dacre, Son & Hartley,
Unit 1-5, The Grove, Ilkley, West Yorkshire LS29 9HS.**