

Secretary

Audit - Staverton

Hazlewoods

Hazlewoods secretarial team provide secretarial and administration support to the Partners and their teams.

The secretarial team is part of our fantastic business support function which is key to our continued success.

We are actively seeking an enthusiastic individual to join our growing team. As a Secretary, you'll play a crucial role in our office by providing behind-the-scenes support.

If you have a keen eye for detail and a passion for contributing to a dynamic work environment, this role could be perfect for you!

The right person will:

- Manage diaries effectively, arranging meetings and travel with forward planning.
- Deal with daily correspondence and administration.
- Liaise regularly with the fee-earning team regarding clients, meetings, billing, etc.
- Be the first point of contact for all incoming queries, both internally and externally.
- Create reports and presentations, using Word and PowerPoint.
- Be involved with new client procedures.
- Maintain relevant databases.
- Plan and organise team events.
- Provide holiday cover for the secretarial team.

You will thrive in this role if:

- You are currently working in an administrative role.
- You are familiar with Microsoft Office applications, including Word, PowerPoint and Excel.
- You are flexible with a can-do attitude and initiative.
- You are confident with the ability to stay calm under pressure.
- You have good geographical knowledge.
- You have used document management systems before, but not essential.

