

Reddish Vale is a family operated multi-disciplined company offering licensed / none licensed Asbestos removal and internal soft strip / alteration works throughout the UK. We believe in good quality hard work and overwhelmingly aim for maximum client satisfaction through impeccable site standards. We are seeking to employ a highly organised and detail-oriented Administrative Assistant to join our team. The ideal candidate will be a proactive individual with excellent communication skills and a strong ability to multitask. This role is crucial to the efficient operation of our office and will involve a wide range of administrative and clerical duties.

The candidates' keys responsibilities will be:

- Manage and organise daily office operations and procedures
- Answer and direct phone calls, emails, and other correspondence
- Schedule and coordinate meetings, appointments, and travel arrangements
- Prepare reports, memos, letters, and other documents
- Maintain filing systems and ensure data accuracy
- Handle confidential information with discretion
- Support team members with various administrative tasks as needed

Key Skills / Qualifications we are looking for:

- Ability to multitask and work under pressure to meet deadlines
- Proven experience as an administrative assistant or in a related role
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organisational and time-management skills
- Attention to detail and problem-solving skills
- Professional demeanour and positive attitude

Salary

We are offering a competitive salary that will correspond to your skills and experience. This will be discussed further during the interview stage.

Additional Benefits

We also include into the package:

- Opportunities for professional development and growth
- Collaborative and supportive work environment
- Full training provided
- Company Pension

If you feel you are the candidate we seek we would love to hear from you.

Please send us an email info@reddishvale.co.uk with a copy of your CV