



### **Administrative Assistant**

You will be tasked with implementing administrative processes, and managing end-to-end business operations, supporting our Wedding & Events Co Ordinator with enquiries. Liaising with internal members of staff as well as external suppliers and business'.

You will have impeccable follow through and have exceptional communication skills, specifically verbal and written etiquette and a pro active work ethic to succeed in a fast paced environment.

#### **Key Skills:**

- Excellent communication skills
- Immaculate presentation
- Attentive and proactive
- Maintaining a high standard of customer service
- Previous experience in a similar administrative role
- Must be flexible

#### **Why work for us?**

- We are a family run business
- 25% discount across estate
- Career development opportunities in abundance
- Flexible working hours
- Fresh estate grown meal provided every day

If this sounds like you and you are ready for a new role as an Administrative Assistant at Wynyard Hall then please send your CV. We look forward to hearing from you.

Job Type: Part-time

How to Apply: Send your CV to: [kelly.moorby@wynyardhall.co.uk](mailto:kelly.moorby@wynyardhall.co.uk)