

# SECRETARY

## LONDON CITY

Our flagship, opened in 1998, is Trident's largest office that garners the lion's share of work due to its crew of skilled professionals, in both surveying and clerical fields. Stretching from keen graduates to directors with four decades in the business, the London City team will suit people at any step on the ladder. With London's constant growth and development, you would struggle to find a busier office in the industry than our London City branch.

### Major Job Function:

The successful candidate will provide secretarial and administrative services to directors, surveyors and other Trident staff. In addition to the contractual duties, the successful candidate should be responsible for:

### Professional Duties:

- Providing dictation support to the various members of staff and directors of the company.
- Undertaking general secretarial duties such as photocopying, binding, filing, archive filing & retrieval and assisting in the production and dispatching of reports, letters, facsimiles, memos and other documents produced in connection with the business of the company.
- Answering the telephone and assisting with client's and potential client's queries.
- Being aware of all services offered by Trident and being able to describe these to existing and prospective clients.
- Being aware of the requirements of the Trident Quality Assurance Manual and complying with those procedures.
- Preparing and submitting expense claims in a timely manner if required.
- Being aware and recognising the aims of the Directors and the company and assisting in attaining of the mission statement.
- Assisting with the production and issue of invoices.
- Undergoing, understanding and complying with Trident's Health & Safety policy and following the Safe Surveying Guide if on site.
- Exceeding client expectations and managing good relationships with existing clients both personally and as a representative of Trident.

### To Apply

- Please contact [recruitment@tridentbc.com](mailto:recruitment@tridentbc.com) with a CV and covering letter.



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Trident Building Surveying and Project Management



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