

# Bletsoes

— EST. 1881 —

## Secretary/PA (FULL TIME)

An exciting opportunity within our Oakleigh House office. The successful candidate will provide full PA and secretarial administrative support to the Planning & Development team.

The ideal candidate will:

- Have excellent typing skills, including audio typing.
- Have comprehensive experience with Word, Excel, Outlook and ideally also Publisher and Access.
- Be a good communicator, oral and written.
- Effectively organise and prioritise their workload.
- Work well as part of a team, in an enthusiastic and positive manner.
- Be conscientious with excellent attention to detail.

We offer a competitive salary and benefits; a friendly work environment within a reputable, well established, professional, family business.

Job Description available upon request.

To apply, send your CV and covering letter to:

Mrs N J Clayton-Bailey BSc (Hons), MRICS, FAAV  
Henry H Bletsoe & Son LLP  
Oakleigh House, 28 High Street  
Thrapston  
Northamptonshire NN14 4LJ

Email: [nicola.c-b@bletsoes.co.uk](mailto:nicola.c-b@bletsoes.co.uk)

Closing Date: Wednesday 24<sup>th</sup> January 2024