



McInroy & Wood

PERSONAL INVESTMENT MANAGERS

McInroy & Wood Limited – Trainee Office Administrator

A full-time position has arisen for a trainee Office Administrator to join our team based in Haddington.

McInroy & Wood is a thriving and independent private client investment management firm managing over £2.1bn worth of clients' investments, which are invested directly around the world. We are housed in our own purpose-built premises in Haddington, with additional offices in London and Harrogate. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues, and we are proud of our collegiate approach.

The role

The role involves receptionist and general secretarial duties, to help ensure the smooth running of the office. This includes dealing with director and staff administration requests timeously and accurately, and ensuring that all callers, in person or on the telephone, are treated politely and professionally. This is a trainee role and full training will be given.

Key attributes

An excellent telephone manner is essential, and applicants will be required to demonstrate computer literacy (Word and Excel). A meticulous approach to tasks, together with strong organisational skills and an eye for detail are also crucial, as well as an eagerness to learn.

Responsibilities

- Telephone call handling including effective call transfer and taking accurate and detailed messages, all in a calm and professional manner.
- Welcome visitors to the office.
- Arrange meetings; book meeting rooms and provide refreshments for guests.
- Organise travel for staff and visitors.
- Maintain registers, diaries and the visitor log book.
- Keep contact information up to date in our computer system.
- Carry out photocopying, printing and filing tasks, type letters, bind and proofread documents.
- Sort and distribute incoming mail, handle deliveries and outgoing mail.
- Assist with mailings and events.
- Order stationery.
- Other general office duties as required.

Skills & expertise required

- Team worker with a proactive, flexible approach.
- Effective communicator, verbally and in writing.
- Excellent attention to detail and ability to work to a high degree of accuracy.
- Strong organisational skills and the ability to meet deadlines and manage multiple tasks.
- Well presented with a confident, friendly and approachable manner.
- Experience of working with the public is an advantage but not essential as full training will be given.

What we offer

Salary: Competitive, depending on experience.
Holidays: 25 days per year; increases to 30 days depending upon time spent with company.
Pension: Group personal pension scheme, defined contribution. Company contributes 7% of salary p.a. (employee contribution of at least 2%).
Health: Private healthcare insurance.
Life Assurance: 4 x Death in Service.
Profit Share: Eligible for firm's profit-share on successful completion of probationary period.
Workplace: A friendly, supportive environment with award winning office premises.

Closing date: 30th June 2022