



# SURFACE + LIGHT + SPACE

## JOB OPPORTUNITY

SLS is looking for an experienced Team Secretary / Document Controller to join our small friendly office and carry out office and contract administration duties.

You will relish working in a fast moving, creative environment while maintaining the highest standards in your own work.

Professional growth must be one of your priorities, as well as an interest in the activities of colleagues and the construction industry as a whole.

The role will require the following experience and recognised skills.

However if you feel you would be perfect for the job and are lacking some element please do contact us as training can be provided for the right person.

### RELEVANT EXPERIENCE

Work in a fast moving creative environment

Working within a structured Quality system

Contract Administration

Office Health and Safety

### SKILLS

Time Management

Excellent communicator

Informal training / coaching

MS Office (Intermediate)

Database administration

Secretarial and diary management

### PA / TEAM SECRETARY

Experienced  
Organised  
Good Communicator  
Self Motivated  
Ambitious  
Flexible  
Reliable  
Professional  
Enthusiastic



### ROLE

PA to Director

Preparing and issuing documents to a Quality standard

Filing and retrieving documents

Logging incoming and outgoing communications

Communicating with clients, consultants and other stakeholders

Administrating, communicating and updating Quality system in conjunction with Practice Manager

Updating office databases and ensuring accuracy

Travel and accommodation

Preparing presentation materials and assisting at events

Reply, with CV and covering letter to:

Practice Manager  
Surface + Light + Space Ltd  
6 Charlotte Square  
Newcastle upon Tyne  
NE1 4XF

*SLS welcomes diversity, and all job applicants irrespective of gender, marital or sexual orientation, race, ethnic origin, religious belief or disability.*