



SERVICE TEAM ASSISTANT

SALARY ▪ Competitive + benefits
LOCATION ▪ Bedale, North Yorkshire

THE OPPORTUNITY:

George F. White is looking for an energetic and enthusiastic Assistant to work alongside and support a service team. This is an opportunity where you will be interacting with clients, professionals and colleagues on a daily basis, be making your own decisions and will ensure that the team are always well organised and prepared.

PRIMARY OBJECTIVES:

- Provide effective support to our fee earners in all forms of administration including audio typing and diary management
- Liaise with clients on a daily basis, ensuring all file records are up to date and compliance is followed from the outset
- Assist and contribute with client fee earning work in accordance with KPI's
- Operate and understand internal systems to generate invoices
- Assess priorities while organising a number of fee earners
- General administration

AS THE SUCCESSFUL CANDIDATE YOU WILL:

- Be competent in all aspects of ICT, particularly Word, Excel and Outlook
- Work in the strictest confidence
- Have the ability to think and plan ahead for team members
- Have excellent client care skills and attention to detail
- Have an understanding of financials and a head for numbers

WE OFFER:

- Membership of the Firm's Pension Plan, with Employer's contribution of up to 3%
- Payment of relevant professional subscriptions
- 26 days annual leave per year, plus bank holidays
- Inclusion in the Firm's Life Assurance Policy given as 3 times annual salary
- Long service awards
- Company, Team and Individual bonuses
- Employee Assistance Programme

ABOUT US:

George F. White provides property and business consultancy services on a regional basis across Southern Scotland and Northern England.

We have a team of 100+ that operate from our six offices providing innovative solutions for clients across the residential, commercial, agricultural, industrial and leisure sectors.

SOUNDS INTERESTING?

Give us a call for a confidential discussion or apply by emailing a CV and accompanying cover letter to careers@georgefwhite.co.uk

HR TEAM



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