

Job description



Title	Team Secretary – six month contract
Department	Corporate Property Management, Milton Keynes
Location	Avebury House, 201-249 Avebury Boulevard, Milton Keynes, MK9 1AU
Reporting to	Simon Dye

Job description

We are looking to recruit a Team Secretary on a six month contract into our Milton Keynes office. The role will provide reception and secretarial support to the Corporate Property Management office team.

Gerald Eve's Corporate Property Management team currently comprises of 15 Surveyors together with an Office Administrator, two Secretaries and Tenant Income Controller. We require previous secretarial, receptionist and database experience for this role.

Contact

To apply, please email your CV with a covering letter to recruitment@geraldeve.com