

**ADMINISTRATION ASSISTANT
NEWCASTLE UPON TYNE**

Northern Trust is a family-owned private company, established in 1962, with a successful track record in property investment, development and strategic land promotion. The existing property portfolio extends to 9 million sq. ft in more than 200 industrial, trade and office park locations; and contains over 4,000 individual units. The portfolio is actively managed by Northern Trust's Regional Teams with offices in the North West, North East, Yorkshire, Midlands, and Scotland.

We are now seeking an Administration Assistant to join our busy North East team within the office located at Silverlink Business Park. The North East portfolio extends to 3 million sq. ft of business space in over 1,300 units and covers a geographical area of Northumberland, Tyne & Wear, County Durham and Teesside.

This is a full-time position (37.5 hours per week, Monday to Friday). The role will suit an organised and proactive individual with previous administration or secretarial experience who is looking to work in a dynamic office environment.

As an Administration Assistant, you will:

- Undertake typing, telephone, reception and general office duties to support a professional team of agency, management and building surveyors.
- Prioritise tasks in a busy environment and manage competing deadlines effectively.
- Provide administrative support to ensure the smooth running of the office and property portfolio.
- Be computer literate and confident using Microsoft Office packages.
- Demonstrate flexibility, attention to detail and a positive, proactive approach.

The ideal candidate will:

- Have administration or secretarial experience.
- Be highly organised, methodical and numerate.
- Be able to work both on their own initiative and as part of a small team.
- Possess excellent communication and interpersonal skills.

Salary is dependent on experience.

Full applications by email only please (including CV and current salary details) to:

Mr Barry Nelson

Regional Property Director, Northern Trust North East

Email: BarryNelson@northerntrust.co.uk

Closing date for applications: Friday 19th September