

JOB DESCRIPTION

Post Title: Assistant in the New Sites Team

Job Purpose:

Following up new client enquiries. General administrative support for the New Sites Team

Key areas of Responsibility under the supervision of the New Sites Team Manager

- Following up potential new client enquiries, taking all the relevant details and passing these on to other members of the team
- Assisting with the research and collation of potential new client packs through web-based research and the acquisition of information from clients, councils and others
- Assisting with new marketing initiatives
- Carrying out specific tasks, when directed to do so by the New Sites Team Manager or Directors
- General Administrative support of the New Sites Team when directed to do so by the New Sites Team Manager including filing and record keeping of PNC files
- Contributing to the review of potential new clients
- Recording, following up and re-issuing quotes as required

General office duties

- Assist the general running and administration of the practice by carrying out administrative and support tasks as requested by the Directors

Qualifications:

Essential

- Maths and English to grade C GCSE
- A levels or equivalent

Desirable

- Degree

Green Planning Studio Limited

Unit D, Lunesdale, Upton Magna Business Park, Upton Magna, Shrewsbury SY4 4TT

Directors

Matthew Green BA

Ruth Reed BA DipArch MA PGCertEd HonFRIBS PPRIBA

Michael Rudd BSc(Hons), MSc, LL.M, PgDip Law, FGS

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Experience/Expertise:

Essential

- Good telephone manner
- Good interpersonal and communication skills

Desirable:

- Experience of the planning system
- Experience of direct customer relations

Required Knowledge:

Essential:

- Ability to use the internet as a research tool
- Proficient in MS Office

Desirable

- Knowledge of the planning system

Attributes:

- Excellent interpersonal and communication skills
- An effective team player
- Interest in planning practice
- Meticulous approach to dealing with data
- Willingness to learn new skills

Additional details:

This is a full-time post. There may be some out of hours working with time-off in lieu.
Working hours for full time posts are 9.00 to 5.30 with one hour for lunch.