

Secretary/Administrator

SeaZone Solutions is a leading provider of marine information products. Our products are used by government and industry alike to plan and support sustainable use of the marine environment.

To ensure effective development and delivery of our products to our national and international customers, we require an organised and efficient administrator. Within this wide ranging role you will be responsible for maintaining the group secretarial function, quotation and order despatch and handling customer enquiries.

Essential to this role is good communication skills both verbally and by email. Ideally you will have experience in a PA or Customer Services role as well as fluency in using Microsoft Windows applications such as Word, Excel and PowerPoint. This is a full time position, but part-time will be considered.

SeaZone Solutions is part of HR Wallingford, the UK's foremost specialist consultant for civil engineering and environmental hydraulics. HR Wallingford offers competitive salaries, an excellent benefits package and are an equal opportunities employer. Submit your full CV and covering letter to Sonia Tyack (s.tyack@hrwallingford.co.uk), HR Wallingford, Howbery Park, Wallingford, Oxfordshire OX10 8BA clearly stating the vacancy of interest.

Closing date: 8 September 2010. No agencies.