

Administrative Assistant



Part Time – Stirling (Wed. to Fri. 24hrs p.w.)

Tilhill Forestry is seeking to recruit an Administrative Assistant to support the Regional Harvesting Administrator in our Stirling office.

You will provide an effective administration service and your duties will include document preparation and processing, resolving invoice queries, and other general administration duties.

You should have a sound understanding of office administration, good organisation and communication skills and the ability to work to tight deadlines. Good IT skills are essential for this position, along with a sound working knowledge of Microsoft Office.

We offer an attractive salary and benefits package.

To apply, email your CV and CV Supplementary form (download from our website) to careers@tilhill.com clearly stating the position you are applying for.

Closing date: 28th April 2017.

www.tilhill.com

Tilhill Forestry is an Equal Opportunities Employer