



Administrative Assistant

Full Time - Malton

Tilhill Forestry is seeking to recruit an Administrative Assistant to support the District Administrator in our **Yorkshire** office.

You will provide an effective administration service and your duties will include document preparation and invoice processing amongst 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, which you can download from our website, clearly stating the position you are applying for, to: careers@tilhill.com

Closing Date: Wednesday 5th April 2017.

www.tilhill.com

Tilhill Forestry is an Equal Opportunities Employer