

P.A./Secretary/ Office Administrator

Required for long-standing estate agent in Maidenhead. In this role the successful candidate will be working for the owner of the company as well as dealing with the day-to-day administration of the Maidenhead Office.

Applicants need to be conversant with Microsoft Office and experience in Residential Sales and Lettings would be an advantage.

For an informal chat please call
Peter McArdle or Linda Hing on
01628 621177 or alternatively
email your C.V. to:
peter@pikesmithkemp.co.uk.

