

EMMERSON CRITCHLEY

Specialist Builders for Period Properties

WE'RE HIRING!



OFFICE ASSISTANT / PERSONAL ASSISTANT

ABOUT US

Emmerson Critchley Ltd are a specialist building company founded in 2014. We focus on the conservation, restoration, and sensitive adaptation of heritage and listed properties in East Anglia, and beyond.

With over 20+ years of personal experience and deep understanding of traditional building techniques - our team bring an unrivalled wealth of expertise, the company has a strong reputation for outstanding craftsmanship, technical excellence and authenticity. Though modest in size, our team consistently deliver high-quality, complex projects that preserve the historical integrity of our built environment. Our projects not only preserve the past - they strengthen communities, boost local economies, and pave the way for greener construction practices.

THE ROLE

Are you highly organised, proactive, and ready to become the central support hub in a dynamic office environment? Emmerson Critchley Ltd is looking for a confident and capable Office Assistant / Personal Assistant to join our growing team.

This is far more than a general admin role - you'll be a key point of contact across the business, providing vital support across a range of secretarial duties, as well as taking on personal assistant responsibilities such as diary management, meeting coordination, and liaising with key stakeholders.

Location: Bury St. Edmunds, Suffolk

Hours: Full-time (office-based)

Salary: Competitive, based on experience

KEY RESPONSIBILITIES

- General office and secretarial duties inc. filing, photocopying, mail handling, telephone enquiries and management.
- Preparing documents, reports and professional correspondence
- Diary and calendar management for senior stakeholders
- Scheduling meetings, appointments and travel arrangements
- Liaising with clients, suppliers, and internal teams
- Maintaining organised office systems and supplies

ABOUT YOU

- Strong administrative background with experience in a similar role
- Excellent written and verbal communication skills
- Professional, friendly, and confident dealing with people at all levels
- Highly organised with the ability to manage multiple priorities
- Strong attention to detail
- Proficient in Microsoft Office Suite (Outlook, Word, Excel)

WHY US?

We're a supportive, high-performing company that values professionalism, teamwork and efficiency. In return for your dedication, we offer:

- A welcoming and respectful workplace
- Opportunities for personal and professional growth
- Competitive salary and benefits package
- The chance to become a key part of our day-to-day success

APPLY NOW

To apply for the role, please send your CV and a cover letter to emmerson@emmersoncritchley.co.uk

Join us and help keep the wheels turning at Emmerson Critchley Ltd!