

## Part Time Receptionist/Admin Assistant

Job Share – 2 days per week – Thursday & Friday

### JOB SPECIFICATION

#### Summary

This is a key role in a small but busy office located at Mulgrave Castle, nr Whitby and would appeal to someone who thrives on working in an evolving, friendly atmosphere. The successful candidate needs to be methodical and well organised, adaptable, out-going, discreet, reliable and able to deal in a friendly professional manner with the Owners, Management Board, estate staff, professional advisors, Estate tenants, contractors and the public. In view of the varied content of much of the work involved, a back ground of having worked, for example, in a rural Estate Office would be helpful but is not essential. The individual will be a supportive team player, who is engaging, affable, naturally outgoing and thrives in working with others but equally alone. Good communication is essential. A full and clean driving licence is required.

#### General Secretarial/Office & PA Duties

The post holder reports to the Estate Director. Regular duties include managing the reception area of the Estate Office, helping to maintain diaries, and setting up appointments and bookings, filing, dealing with telephone enquiries, dealing with queries from tenants and the general public. Regular liaison with the accounting staff and wider Estate departments will be required. Much of the work is confidential and discretion will be an important attribute of the successful candidate.

IT packages used include Microsoft Word, Excel, Publisher, Power Point and Outlook, and the Estate software packages of SuperControl & others.

#### Specific Duties

These include:

- Providing a professional and confidential reception and administrative service to the Estate.
- Receiving and prioritising incoming calls and dealing with them appropriately, taking messages when required.
- Assisting with maintaining the Estate Website.
- Provide admin support to the Estate Director, Building Surveyor & other managers as required.
- Maintain a clean and tidy Reception and front of house area in the Estate Office.

Hours: 2 days per week (14 hrs), 9am to 5pm. 1-hour unpaid lunch.

Salary: £12.47/hr, + Pension and other benefits after 3-months.

Annual Leave: Pro rata entitlement for annual holiday and public & religious holidays.

#### Applications in writing with CV to:

Robert Childerhouse

The Estate Office, Lythe, Whitby YO21 3RJ.

Closing Date: Monday 19 August at 12 Noon.