

Part Time Receptionist /Admin Assistant

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 & Holiday Cottage Admin.

The post holder reports directly to the Holiday Cottage Manager. Regular duties include maintaining 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.

The post holder will also support the operational administration of the Estate's Holiday Cottage Portfolio, dealing with bookings, payments, enquires and admin.

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 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, uploading information on a regular basis and ensuring the content is accurate and up to date with regards to the Holiday Cottage business.
- Support the Holiday Cottage Manager with the operational function of the Estate's holiday cottage portfolio.
- Maintain a clean and tidy Reception and front of house area in the Estate Office.

Hours: 10 hours per week, 10am to 3pm Monday and Friday plus regular additional hours for holiday cover

Salary: £9.80/hr, plus pension and other benefits after 3 months

Annual Leave: Annual Leave - pro rata entitlement for holidays and bank holidays.

Applications in writing with CV to

Karen Nightingale, Holiday Cottage Manager & Receptionist.

Estate Office, Mulgrave Castle, Lythe, North Yorkshire. YO21 3RJ

Closing Date: 14th May 2021 at 12 noon.