

Office Administrator & Personal Assistant Near Ripon, North Yorkshire

Hardcastle
Rural Surveyors

An opportunity has arisen for an Office Administrator and Personal Assistant to join our established and growing firm of Rural Chartered Surveyors operating across the Yorkshire region.

Job Description

We are seeking an experienced Office Administrator to join our friendly team of rural surveyors who provide a range of professional services to farmers, landowners and property owners across Yorkshire. The role is to be based at our new office in a rural setting to the west of Ripon as the firm continues to expand.

The successful candidate will integrate with the whole team providing secretarial and administrative support across the firm while also undertaking a Personal Assistant role to the director. We are seeking an individual who wants to create a long term stable career and get to know the team and client base. They will be organised, punctual, have excellent communication skills and be able to work as part of a team. They should have good understanding of IT and computer systems and be confident in communicating with clients.

Extensive and ongoing training will be provided with scope for a long term position for the right candidate.

Key responsibilities

- Personal Assistant role for the Director
- Providing administrative support to the growing team of rural surveyors
- Secretarial and telephone support for the firm
- Diary management and workflow organisation
- Document preparation & mailing
- Electronic and paper based filing
- Assistance with compliance & regulatory tasks
- Assistance in obtaining and recording comparable sales data
- Assisting with property sales
- Manage the firms client and job lists
- Assisting with marketing, social media & website updates

The Candidate

The successful Candidate will be/have:

- Excellent IT skills, in particular Microsoft Excel, Word & Outlook
- Strong organisational skills
- Excellent communication skills (both oral and written)
- Capable of working independently as well as part of a team
- Experience of Xero accounting software preferable (but not mandatory)
- Be keen to learn, build relationships and develop their career.

Hardcastle Rural Surveyors Ltd

The Old Coal Yard, Risplith, Ripon, North Yorkshire HG4 3EW
01765 658525 info@hardcastlerural.co.uk
Company No: 13240378



- Full UK driving licence and own car essential. The office location is not well served by public transport.
- A rural/agricultural background is desirable but not essential.

Job Information

- Part time position offering 20-25 hours per week, ideally working 5 days per week, Monday – Friday
- Flexibility over daily hours for the right candidate.
- Auto-enrolment pension scheme
- 30 days holiday/year (including bank holidays), pro rata for part time.
- Extensive training & varied workload
- Private healthcare cover
- Salary - Competitive, based on experience.
- Company Bonus Scheme

Hardcastle Rural Surveyors Ltd

Who we are

Established in 2021 by Andrew Hardcastle, the firm provides Farm Consultancy, Valuation, Planning, Sales and Tenancy advice to a range of mainly rural and agricultural clients across the Yorkshire region.

The business has grown over its first 5 years to a team of 7 surveyors and 1 administrator. The firm has recently established a larger office in the village of Risplith, to the west of Ripon, to facilitate the continued growth of the business.

Hardcastle Rural Surveyors was established with the aim of providing expert consultancy and professional advice to farmers, landowners and rural businesses and to help them not just survive but to grow and succeed. Our rapidly expanding client base has now given rise to the need for an Administrator and Personal Assistant to the Director.

Our Ethos

Living, working and socialising in the countryside, our drive is to be a key part of the rural community by assisting farms and rural businesses to grow and succeed. By getting to really know clients and their businesses we are able to assist farmers and property owners in a wide range of situations resulting in long standing client relationships built on trust.

Continued Growth

With pressures from Inheritance Tax and changes to support schemes coupled with increasing demand for food production, environmental protection and natural capital services, demand for expert knowledge is growing. Farmers & landowners are increasingly seeking proactive and professional advice on a wide range of topics across our region and the team at Hardcastle Rural Surveyors are keen to expand to meet this demand while providing continued advice to a substantial client base.

Applications

Applicants should submit their CV with a covering letter on email to Andrew Hardcastle (andrew@hardcastlerural.co.uk). Potential applicants wishing to discuss the opportunity prior to applying can contact Andrew Hardcastle on 07970 027306. All applications will be treated in the strictest of confidence.