



CLINTON DEVON ESTATES

Job Description

Post Title:	Part time Administration Assistant
Contract:	Temporary (4 months)
Responsible To:	Estate Office Manager
Location:	Rolle Estate Office, Bicton Arena, East Budleigh, Budleigh Salterton, EX9 7BL
Hours of Work:	Monday to Friday 9am – 1pm
Salary:	£20k pro-rata
Role:	To work with the administration team to provide efficient administrative support to Estate staff including, document and database maintenance and general secretarial tasks. To assist with Estate events, internal and external communications and provide corporate hospitality for Estate meetings.

Responsibilities and Key Tasks:

- Filing electronic and paper documents
- Reception duties
- Meeting support and hospitality
- Switchboard and telecommunications
- Stationery monitoring and ordering
- Post sorting and distribution
- Project support
- Undertaking other roles from time to time which support the wider team on the Estate