



CLINTON DEVON ESTATES

Administrator

We have an exciting opportunity at Clinton Devon Estates for a full-time administrator within our property team and reporting to the Head of Commercial and Energy.

We are a progressive land management and property business, with a proud history, based across 10,000 hectares in Devon. Our 2030 Strategy reflects our leadership and influence across critical agendas facing the country and communities: climate adaptation, agricultural transition, woodland management, environmental stewardship, energy and property management.

From January 2023 we are restructuring our business to reflect our strategic ambitions, including the core themes of Land Use and Investment, and we are looking to recruit an administrator to support our existing excellent and high performing property team. The role is available at an exciting time and the successful candidate will help to support delivery of the ambitious 2030 Strategy.

Benefits and requirements

The role will be based at the Estate office in East Devon and offers flexible working opportunities, a competitive salary, and pension.

Other benefits include:

- Holiday: 25 days plus public holidays
- Support for CPD and training
- Life insurance
- Gym and personal trainer
- Wellbeing hour
- Biennial health checks
- Cycle to work scheme

Applicants will need a full driving licence and a car for business use.

The role will include:

- Diary/meeting management and room booking.
- Digitisation / archiving / file and mail management.
- Helping with events.
- Liaising with external agencies.
- Providing property management support.
- Assisting Business Services with projects to modernise IT and processes.
- Answering queries by tenants and the public.

The successful candidate should have the following experience and attributes:

- Experience in business administration essential.
- Excellent computer skills, particularly Excel.



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- Attention to detail and accuracy.
- Strong verbal and written communication skills.
- Self-motivated and able to use own initiative.
- Flexible 'can do' attitude and team player.
- Ability to meet deadlines.
- Confident in communicating with a wide range of people from contractors to tenants.
- Excellent organisation skills.

Closing date for applications: Friday 13th of January 2023

Please send your CV and covering letter to: sarah.lloyd@clintondevon.com

Interviews will be held on Thursday 19th of January 2023 at:

**Rolle Estate Office
Bicton Arena
East Budleigh
Devon
EX9 7BL**

www.clintondevon.com