



REVESBY
E S T A T E

Estate Office, Revesby, Boston PE22 7NB

An exciting opportunity has developed for a PA/Administrator

Revesby Estate is a diversified, family owned, historic Estate, located in the heart of Lincolnshire.
We are looking for someone who is passionate, professional, and pro-active.

A flavour of the position:

To provide family and management with PA/Secretarial support

Day to day running of the office including calendars, databases, filing systems etc

First contact for: emails, phone calls etc

Supporting of all departments: -

Lettings - liaisons between management, tenants & suppliers, aid with property viewings

Accounts – invoice coding, checking statements, petty cash

General, - proof reading, banking, filing, scanning, data entry

Hours

Full time position

Remuneration

Remuneration package commensurate with experience (Accommodation may be available)

We do require the following:

A “people” person with a sense of humour

Organised

Attention to detail

Strong computer skills

Strong spelling and grammar

Ability to work within a small team

Self-motivated and able to work on own initiative

The successful applicant **must have experience** in a similar role

If you feel you have the above qualities and wish to join an exciting forward-thinking business, please apply by email enclosing your CV to jobs@revesbyestate.co.uk. (Closing date 26/11/2018)