

The Spetchley Estate

Estate Secretary / Book-Keeper

Full time position

We are looking for a key member of our team, someone who thrives on working in an evolving, friendly atmosphere to join our small office located on the Spetchley Estate.

The successful candidate needs to be methodical and well-organised, adaptable, out-going, discreet, reliable and able to work in a friendly, efficient manner with everyone they meet.

In view of the varied content of the work involved, a background in working in a land/estate agents office would be helpful but is not essential.

To apply send your CV and covering letter to:
Miss Katy A Baggott, Estate Manager, The Spetchley
Estate Office, Spetchley, Worcester WR5 1RS
or email: katy.baggott@spetchleygardens.co.uk

Job description and person specification are available on request.

Closing date for applications: 11th January 2019