



## **Receptionist/ Secretary – Alvie Estate Office**

Alvie & Dalraddy Estate are currently looking for an experienced Receptionist / Secretary to join the estate office team.

This is a varied job, with main duties including:-

- Answering of main office phone and directing calls as appropriate
- Maintaining phone cloud system directory
- Taking accurate messages where required
- Dealing with customers and contractors at the front desk
- Arranging activity bookings and taking payment as appropriate
- Arranging holiday bookings and taking payment as appropriate using booking system
- Opening and distributing post
- Collating outgoing post and ensuring correct postage is applied
- Dealing with and responding to general email enquiries received for the Estate
- Filing and archiving
- Dealing with tenants maintenance issues and advising appropriate colleagues
- Maintaining stationery supplies for Estate Office
- Maintaining vehicle & plant register for Estates
- Arrange vehicle MOT & Services as required
- Update & maintain Farm passport records on excel
- Maintain a copy of appropriate PL insurance certificates for contractors
- Ad-hoc work for Managing Director and Factor
- Assist Factor with preparing grazing leases
- Arrange annual inspection of fire equipment
- Take PDQ payments & record appropriate details.
- Maintain copies of employee driving licence record

Essential Skills & Requirements:-

- Experience of working within a similar role
- Strong IT skills
- Attention to detail is essential
- Ability to organise own workload and good time management skills
- Ability to work well under pressure
- Strong admin background
- Knowledge of SuperControl Booking system is preferred

Please send your covering letter and CV by email to [accounts@alvie-estate.co.uk](mailto:accounts@alvie-estate.co.uk)

Closing date for applications- 25<sup>th</sup> March 2020