

MEYRICK ESTATE MANAGEMENT LTD

DIRECTORS:
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ESTATE OFFICE, BODORGAN
ANGLESEY, LL62 5LP
Telephone: (01407) 840253
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APPOINTMENT OF ADMINISTRATOR

JOB DESCRIPTION

Background

Bodorgan Estate

The Bodorgan Estate is the largest land-holding on Anglesey and enjoys a large and diverse built portfolio including over 100 let houses, a growing holiday letting portfolio, agricultural land and buildings, sporting (shooting) enterprise, and substantial heritage property occupied by the Meyrick family. Meyrick Estate Management organises the lettings of its' properties and land itself and has an experienced team to support this.

The Appointment

The Group is looking to appoint an experienced administrator to be based at the Estate Office in Bodorgan.

Key Responsibilities of the Administrator

- Meet and greet visitors
- Provide hospitality to visitors
- Answer and screen incoming calls
- Deal with contractor and tenant enquiries
- Log repair and maintenance calls from tenants in the relevant systems
- Update systems with completion dates and notes
- Provide administrative support for the maintenance team and wider estate team
- Open and distribute post
- Prepare post at the end of the day
- Order stationary and keep within an allocated budget
- Keep the front of house and communal areas tidy
- Responsible for fleet vehicles - tax, MOT, servicing and cleaning
- Scan and file documents onto the computer system
- Implement and maintain an effective filing system for the office
- Any other ad-hoc duties, including administration for the Meyrick family and event organisation

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The successful candidate will require the following relevant skills and attributes:

Skills/Attributes	Essential	Desirable
A positive team player with effective communication skills	✓	
A flexible 'can do' approach	✓	
The ability to apply knowledge to a wide range of matters with a keen eye for detail	✓	
Working knowledge of Microsoft Word, Excel and Outlook to an intermediate level	✓	
Minimum 2 – 3 years' administration experience	✓	
Previous experience in Lettings Administration		✓
Calm and resilient when under pressure	✓	
Self-motivated and organised with the ability to work without close supervision	✓	
Welsh Speaker		✓

Employment Package:

1	Hours of Work	Monday - Friday 9.00am to 5.00pm with ½ hour unpaid lunch each day.
2	Salary	£18,000 - £20,000 pa (dependent on experience) to be reviewed annually from 1 April each year.
3	Pension	The company will pay 6% of salary after 3 months if the appointee contributes 3% of their salary.
4	Holidays	22 days per year plus public holidays.
5	Period of Notice	One month in year one, two months thereafter.
6	Probation Period	There will be an initial probation period of six months.
7	Confidentiality Agreement	Standard clause to be included in Contract of Employment.
8	Parking	Free

If you would like to apply for this role please send a copy of an up to date CV with covering letter to Katherine Lewis, Assistant Estate Manager katherine.lewis@bodorgan.com or post to Estate Office, Bodorgan, Anglesey, LL62 5LP.