



**Sansaw  
Estate**

## **Job Advertisement**

**Title:** Office Assistant

**Employed by:** The Sansaw Estate

**Hours of Work:** 40hrs/week 8:00am – 5:00pm

**Fixed Contract:** 1 August 2025 - 31 July 2026

## **Estate Office Assistant**

### **Overview**

An opportunity has arisen for a year-long contract for a diligent, motivated and organised individual to work in a busy Estate Office. This person will join Sansaw Estate's office team, to assist in the smooth running of a wide range of Estate Office functions.

### **The Estate**

Sansaw is a forward-thinking modern rural estate, focused on regenerating its property assets, whilst at the same time recognising the need to protect and enhance its existing portfolio of property, farmland and woodland. It sits within the heart of the Shropshire Countryside, surrounded by mixed woodland and modern farming enterprises. For more information, please visit [www.sansaw.co.uk](http://www.sansaw.co.uk).

### **Job Description**

The Estate seeks to appoint an Office Assistant to assist with the efficient running of a busy and dynamic Estate Office. The main tasks are:

- Greet visitors coming to the office and dealing with incoming calls.
- Inputting invoices, reconciling supplier statements, managing utility accounts, raising purchase orders and matching delivery notes.
- Minute taking during meetings.
- Estate diary management and future maintenance planning.
- General office management including ordering materials, dealing with enquiries.
- Assistance with property maintenance and Health and Safety administration.
- Ordering cattle passports, reporting cattle movements and reconciling cattle records.
- Logging and administering job cards, liaising with contractors.
- Managing and recording gas, oil and electrical safety certificates.
- Assisting with Estate mapping and land registry title management.
- Carry out general administrative duties on behalf of Managers as and when required, including printing, scanning and filing.
- Assisting with new staff inductions.
- Estate meter readings and fire alarm testing.
- PA support to the family including diary management, booking appointments and arranging meetings.

### **Requirements**

- Working knowledge of Office 365 suite.
- Ability to work under time restraints in a calm and professional manner.

- High attention to detail, high organisation and effective time management.
- Ability to think outside the box when problem-solving.
- Integrity and discretion.

The position will be located at the Sansaw Estate Office, Black Birches, Hadnall, Shrewsbury, SY4 3DH.

**Salary**

£12.50/hour

**Appointment**

From 14 July 2025

**Contract**

Details of contract to be confirmed

**Interviews**

Interviews will take place at the Sansaw Estate Office, following which candidates may be requested to attend a trial day on the Estate.

**Applications**

To Apply, please send your CV and covering letter, by the 19 June to:

[accounts@sansaw.co.uk](mailto:accounts@sansaw.co.uk)