

## ROYAL AGRICULTURAL UNIVERSITY – STUDENT/GRADUATE JOB VACANCY



To enable placements/vacancies to be advertised correctly please complete the following:

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Employer:</b>          | Heaton & Partners                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Vacancy Type:</b>              | Full time permanent, typically 9.00am – 5.30pm weekdays                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Start date:</b>                | As soon as reasonably possible (flexible for the right candidate)                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Background:</b>                | Heaton & Partners is one of the leading buying agents in the UK with a growing property and estate management department. We are a small and friendly team with offices in London and Newbury. We have successfully recruited people at the start of their careers in the past and are looking to welcome another member to the team. Our website is <a href="http://www.heatonpartners.com">www.heatonpartners.com</a>                              |
| <b>The Role:</b>                  | Job Title: Assistant. Job Description: We are looking to recruit an assistant to provide support across both the buying and estate management teams. This will be an interesting and varied role to include handling day-to-day administrative and practical tasks, property research, due diligence reports, client administration, diary management, attending properties. Likely a blend of operational, client-facing and research-based duties. |
| <b>Degree:</b>                    | No degree or previous property experience is required. MRICS not a prerequisite.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Permanent/temporary:</b>       | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Location:</b>                  | Newbury                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Personal requirements:</b>     | You need to manage a varied workload and work effectively both independently and as part of a team. A personable individual with strong verbal and written communication skills, together with good numerical and analytical ability.                                                                                                                                                                                                                |
| <b>Other requirements:</b>        | Full UK driving licence and access to a car essential.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Salary/Package:</b>            | Starting salary from £28,000 or more dependent on experience. Generous holiday entitlement, healthcare and pension provided.                                                                                                                                                                                                                                                                                                                         |
| <b>How to apply:</b>              | Please email CV and covering letter to <a href="mailto:eheaton@heatonpartners.com">eheaton@heatonpartners.com</a>                                                                                                                                                                                                                                                                                                                                    |
| <b>Contact Name and Position:</b> | Edward Heaton, Founder                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Email Address:</b>             | <a href="mailto:eheaton@heatonpartners.com">eheaton@heatonpartners.com</a>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Telephone Number:</b>          | 01635 887345                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Closing Date:</b>              | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                       |

*The Royal Agricultural University makes no representation with regard to the advertised position referred to above. Students should make all reasonable enquiries to satisfy themselves as to the safety and suitability of the advertised post. Whilst the University makes all reasonable attempts to ensure that the details referred to are correct it accepts no liability of whatever kind as a consequence of any information that may be out of date or incorrect.*