

**Job Description**

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| **Job Title** | PA to the Head of UK Rural Agency/ Team Assistant |
| **Division/Department** | National Farms & Estates (Country Department) |
| **Grade** | Staff/ Associate |
| **Office** | Margaret Street |
| **Working Hours** | Full Time |
| **Reports To** | Alex Lawson |
| *This document sets out the primary duties and responsibilities of the above position.*  *The duties and responsibilities described below are not intended to be exhaustive.* | |
| **The Role** | |
| PA/Team Assistant providing full administrative support to the National Farms and Estates Team in the Country Department.  To provide full-time PA support to your team and the department. You will also be working with four other PA’s, helping to manage the day-to-day running of a busy department. | |
| **Key Responsibilities** | |
| * Providing full administrative support to the team made up of 3 Directors and an Associate Director * Using both Reapit and Dynamics for property transactions and contact management * Typing up emails, reports (often by telephone dictation) and updating Reapit and Dynamics (in-house databases) where necessary. * Raising fee invoices and fee share allocation using Reapit and Dynamics. * Contact Management for the team’s contacts for publication mail outs and events. * Event and meeting organisation (both internal and external) * Producing and updating schedules, spreadsheets, reports, presentations, market appraisals and correspondence. * Market Appraisal research including listed buildings, designations, land classifications, planning etc. * Ensuring that files adhere to compliance regulations for the whole team, liaising with clients, solicitors and the in-house compliance team to ensure properties are compliant. * Updating the team on new compliance regulations as and when they come into play. * Dealing directly with clients over the telephone and taking messages. * Booking, organising and creating adverts for national advertising and brochure production. * Putting together Data Rooms for larger properties * Exercising confidentiality and discretion at all times. * Setting up and maintaining filing and archiving systems for the department. * Filing online and offline, binding reports, printing and mail outs. * Pulling department reports, writing agendas and taking minutes for weekly and monthly meetings (on a rota with other PAs in the dept). * Diary and Inbox management, including internal and external meetings, travel bookings when required. * Minute taking, conference call set ups etc for internal, external and Board meetings   **Other Responsibilities**  Hours are 9am – 5.30pm with one hour for lunch, but will be required to be flexible.  You will need to be proactive and prepared to work as part of a team, helping out with departmental duties. | |
| **Skills, Knowledge and Experience** | |
| **Personal Specification**   * A team player with proven administrative and organisational skills. It is important you are confident, enthusiastic and hard working. Attention to detail is imperative and an excellent telephone manner is also important. * The successful candidate will be a good team player, with strong organisational and communication skills (both verbal and written), the ability to work under pressure and a willingness to learn. * They will have previous experience in a busy environment with conflicting priorities yet still be able to provide a high level of service to, and establish rapport with both clients and Savills colleagues. A self-motivated individual, they will also be able to demonstrate reliability, flexibility and initiative.   **Skills and Knowledge**   * An understanding of Reapit and Dynamics is beneficial. * An interest and knowledge of rural properties/ countryside matters and farming is beneficial. * An understanding of the current Compliance Regulations for property conveyancing is beneficial. | |
| **To apply for this position, please submit a CV and Covering letter, with salary requirements, to**  **Poppy Sayers,** [**poppy.sayers@savills.com**](mailto:poppy.sayers@savills.com)  *Please note, we will use your personal data to respond to your application. For further details see our Privacy Notice on our website**savills.co.uk.* | |