

Apply ROYAL AGRICULTURAL UNIVERSITY – STUDENT/GRADUATE JOB VACANCY

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



Name of Employer: Heaton and Partners

Vacancy Type: Full Time

Full-time/Part time : 9am – 6pm, Monday to Friday

Start date: ASAP

Background: Independent Property Search and Advisor <https://www.heatonpartners.com/>

The Role: PA/Secretary/Administrator

Degree:

Permanent/temporary: Permanent

Location: 2 London Road, Newbury, Berks RG14 1JX

Personal requirements: Organised with a high degree of accuracy

Other requirements:

Salary/Package: Salary dependent on experience.

How to apply: Please email C.V. and covering letter

Contact Name and Position: Helen Rhodes, Director

Email Address: hrhodes@heatonpartners.com

Telephone Number: 07720 051919

Closing Date for applications: Apply ASAP

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referred to are correct it accepts no liability of whatever kind as a consequence of any information that may be out of date or incorrect.