



RESPONSIBILITIES OF ESTATE ADMINISTRATOR

Reporting to The Estate Secretary

General	The Estate Administrator role includes secretarial work, diary management, day to day administration at the Berkeley Castle Estate Office, assisting with the liaison and administration of the property repair programme and other duties including but not limited to those set out in this job description.
Secretarial	Carry out secretarial support for the Berkeley family and Estate including typing and filing of correspondence and reports. Diary management and travel arrangements for the Berkeley family where required. Assist with answering the telephone, answering the door, taking deliveries, etc. Opening the post. Assisting with the management of the long term diary.
Filing	Maintaining filing system lists, ensuring filing kept up to date and archive old files on a regular basis.
Supplies	Monitor and maintain adequate levels of supplies for Estate Office use including stationery and provisions. Deal with any requirements for ordering of products across The Estate including cleaning materials, gardening sundries, maintenance supplies, first aid supplies and anything else that may be required from time to time.
Photocopiers/Frinking Machines	Report any faults when required. Ensure consumables are regularly topped up.

<p>Letting of Properties</p>	<p>Assist the Estate Secretary with the administration of the Berkeley Castle Estate's Residential Property Portfolio including:</p> <p>Advertise properties and showing interested parties around properties when requested to do so.</p> <p>Process references for potential tenants.</p> <p>Prepare photographic Records of Condition.</p> <p>Keep records of Energy Performance Certificates and ensure these are all produced or renewed as required.</p> <p>Arranging cleaning, chimney sweeping, gardening, etc and keep receipts as record for tenancy.</p> <p>Read meters and notify utility companies as necessary.</p> <p>Protect and unprotect deposits and prepare Tenancy Deposit Certificates.</p> <p>Tenant liaison – follow up and resolve any 'snagging' issues and conduct property inspections.</p> <p>Update Property Manager and make accounts department aware of any changes.</p>
<p>Property Repair/Maintenance</p>	<p>Assisting with the administration of property repairs and maintenance including:</p> <p>Liaison with tenants and contractors concerning ad hoc repairs to Estate properties.</p> <p>Ensure Repair List is up to date.</p> <p>Typing of specifications for regular and periodic repairs and maintenance work on the Estate for the Maintenance Manager.</p> <p>Assist with aspects of property works including liaison with flooring and kitchen suppliers and others as appropriate.</p> <p>Create and maintain various records including electrical inspection schedules, boiler servicing schedules and manage the regular servicing work associated with these.</p>
<p>Staff Training</p>	<p>Assisting with the management of Staff Training for The Berkeley Castle Estate staff.</p>
<p>Staff Welfare</p>	<p>Assist in arrangements for staff events including training days, Christmas party, outings, seminars, etc. Organise invites and monitor responses, catering arrangements, uniform and transport where necessary.</p>
<p>Work Experience</p>	<p>Assisting with work experience enquiries and liaising with work experience students regarding arrangements, assisting with organising schedule of works for students and liaising with all departments as necessary.</p>
<p>Farmers' Rent Days</p>	<p>Assist with the organisation of Farmers' Rent Days including booking meeting rooms, refreshments and liaising with farm tenants on the day.</p>

Venison/Deer Park	<p>Assist in liaising with the Deer Park Manager to obtain and record weights for submission to the accounts department in order for invoices to be raised.</p> <p>Ordering of deer feed.</p> <p>Assist in the organisation of the annual distribution of venison to staff at Christmas.</p>
Assistance to the Estate Secretary	<p>Provide assistance to the Estate Secretary in any areas of work with which they are involved</p>
Miscellaneous	<p>Performing all other miscellaneous duties, not referred to above, that crop up within The Estate Office from time to time.</p>