

Administrative Assistant Part-Time

The logo for RSJ, featuring the letters 'RSJ' in a bold, white, sans-serif font, set against a pink background that is part of a larger graphic element.

RSJ FBS Ltd are a busy farm advisory and grant funding specialist based at Stibb Cross, Torrington, North Devon.

We are looking for an organised, friendly and reliable Administrative Assistant to join our small team. This is a part-time position working Monday to Thursday, offering flexible working hours.

Key Responsibilities

- General office administration and business support
- Managing telephone and email enquiries
- Data entry and maintaining accurate records
- Preparing correspondence, reports and client documentation
- Assisting with grant funding applications and administration
- Supporting farm business clients with administrative requirements
- Diary management and scheduling appointments

About You

The ideal candidate will:

- Have previous administration or secretarial experience
- Be highly organised with excellent attention to detail
- Possess strong IT skills, including Microsoft Office
- Be able to work independently and manage multiple tasks
- Have excellent communication and customer service skills

Desirable Skills & Experience (not essential)

- Agricultural or farming knowledge
- Experience working with rural businesses or the agricultural sector
- Experience with farm administration, RPA paperwork, grant applications or agricultural schemes would be beneficial.

What We Offer

- Flexible working hours
- Monday to Thursday schedule
- School hours considered
- Friendly and supportive working environment
- Opportunity to work closely with farms and rural businesses

Salary dependant on experience.

If you are a proactive and organised individual with an interest in agriculture and rural business, we would love to hear from you.

To apply, please send your CV and covering letter to Clare Edworthy claree@rsj.farm.

Deadline: Wednesday 30th September.