



LONGNOR HERITAGE
Conserve, Comply, Construct

Administrator/PA

Preserving the past, building the future

The Role

We're seeking a proactive Administrator/PA to support daily operations and drive business growth. You'll manage admin tasks, help deliver our marketing strategy, and play a key role in client engagement.

Key Duties

- Support the Director with admin and sales tasks
- Process customer orders accurately and efficiently
- Process orders, quotes, and invoices
- Liaise with clients
- Lead Support the preparation of quotations and invoices

Requirements

- Previous experience in administration or similar role
- Strong communication skills
- IT Proficient
- Detail-oriented, proactive, and team-focused

Benefits

- £26K per annum
- Pension scheme
- Free parking & canteen
- Build the business with us
- Great office in the countryside



Please apply in writing in strictest confidence with CV to Admin@LongnorHeritage.co.uk



Longnor Heritage Ltd.

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