



## Office Manager – Job Description

Roebuck Estates is a premium producer of exceptional sparkling wines and we are seeking an Office Manager to work closely in assisting the management team and taking full ownership of the day-to-day organisation of the business. This is a role that can be moulded and developed according to the individual, but ultimately will need to be the face and voice of the company to many of the businesses clients, suppliers and partners. Roebuck Estates is at a very exciting time in its development which will present many varied opportunities and will require lots of flexibility.

The main purpose of the role will be to provide full administrative support to the business but we expect that the role will develop as the business continues to grow. The ideal candidate will be outgoing, with a positive can-do attitude, used to working in a busy environment with changing priorities. Proactive and hardworking, they will need to be comfortable working to targets and have strong written and verbal communication skills as they will be liaising with a variety of people, often at a high level. This position requires someone with excellent administrative and organisational skills. The Office Manager will also be exposed to confidential information therefore honesty, integrity, trust and discretion are of the utmost importance and preference will be given to individuals who have held similar roles.

### Office Manager Key Responsibilities:

- Management and oversight of company diary.
- Provide administrative support to the CEO and management team.
- Answer telephone calls for and on behalf of the business.
- Prepare all relevant information, take and distribute minutes following company meetings.
- Arrange domestic & international travel, including flights, accommodation and car hire.
- Occasional other duties relevant to the role of assisting the CEO and management team in their business lives.
- Preparation of e-commerce orders and liaison with courier and transportation providers.
- Management of filing of company expenses, and oversight of both internal and external time sheets.
- Along with management, oversight of the Health & Safety and training functions of the business.
- Liaison with key suppliers and partners.
- Support to the viticultural team during harvest (typically late September to mid-October). Some home working outside of normal hours during harvest may also be required.

[roebuckestates.co.uk](http://roebuckestates.co.uk)

Upperton Farm Tillington Petworth West Sussex GU28 ORD 01798 263123 [hello@roebuckestates.co.uk](mailto:hello@roebuckestates.co.uk)



**Office Manager Skills and Experience:**

- Must have held a similar role.
- Must possess strong administrative skills.
- Excellent communication skills – both oral and written.
- Ability to multi-task, manage time effectively and work to tight deadlines.
- Accuracy and attention to detail.
- Ability to work calmly under pressure.
- Positive and flexible in approach - willing to go the extra mile.
- Proficient in MS packages - confident with Outlook, Word, Excel, PowerPoint.
- Tact, diplomacy.
- Team player.

**Compensation & Benefits:**

- Salary range offered between £28k and £32k p/a (on a full-time basis).
- Generous holiday allowance
- Company Pension scheme
- Company Healthcare scheme
- Discretionary bonus scheme
- Preferential staff and friends & family discounts

The role will be based within reasonable proximity of Petworth. This is a full time role but part time could be considered for the right candidate.

If you are passionate about wine, have a strong work ethic and want to immerse yourself in a dynamic and rapidly growing business and category, then we look forward to hearing from you and hopefully welcoming you into our growing team. To apply, please email your CV and a covering letter to [careers@roebuckestates.co.uk](mailto:careers@roebuckestates.co.uk) Depending on the number of applicants, we reserve the right to interview from a shortlist. The closing date for applications is Monday 4<sup>th</sup> July 2022.

**ABOUT ROEBUCK ESTATES**

*Located near Petworth in West Sussex, Roebuck Estates was founded by Michael Smith and John Ball, whose belief in the potential of the English wine industry sparked several years spent searching for and acquiring the perfect vineyard sites. Today, the Company owns and manages multiple vineyards throughout Sussex and produces award-winning English sparkling wines which are sold in the UK and distributed globally. Roebuck Estates maintains its focus on crafting traditional method sparkling wines from the classic Champenoise varietals: Chardonnay, Pinot Noir and Pinot Meunier.*

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