

**Job Title: Office Assistant**

We are currently seeking a proactive, professional, and detail orientated Office Assistant to help with the organisation of the Knepp Estate Office. The Knepp Estate is a pioneer in rewilding, eco-tourism and regenerative agriculture and our ideal candidate will have an interest in nature restoration and sustainable business.

To excel in this role you will need to be able to express yourself confidently, clearly, and concisely in verbal and written correspondence and you will have the ability to work both independently and collaboratively with the team.

This is a full time, office based, role of 40 hours per week.

Location: Knepp Estate Office, West Grinstead

Main duties and responsibilities

- Act as a first point of contact for calls and deal with phone enquiries.
- Greet visitors, receiving deliveries, opening and distributing post
- Provide administrative support to the Maintenance Manager including sending invoices and ordering stock
- Provide administrative support to the Ranger, including handling volunteer enquires and forms
- Handle estate emails, and replying to queries
- Support the office team to ensure the smooth running of the office
- Manage the office equipment including computers, photocopiers and phones
- Filing, photocopying, and supplies ordering
- Update information to spreadsheets
- Manage estate mobile phone contracts
- Troubleshoot IT issues within office and be first point of contact in the team for tech issues
- Other duties as required.

Required skills and experience:

- Excellent communication skills, both verbal and written, with the ability to interact professionally with a wide range of people.
- Good working knowledge of Microsoft Office applications, including Word, Excel, Outlook and SharePoint.
- An interest in and willingness to learn new technologies, including AI tools, to improve productivity and efficiency.
- Full UK driving licence.

Desirable attributes:

- Strong organisational skills and the ability to manage multiple tasks effectively.
- A proactive approach and the ability to work both independently and as part of a team.
- A good understanding of the importance of discretion and confidentiality.
- A positive, flexible and willing attitude.

Benefits:

- Training and development opportunities.
- Opportunity to work in a unique and environmentally conscious agricultural setting.
- Employee discounts at Knepp Wilding Kitchen and Shop
- Access to staff wellbeing programmes, including yoga and pilates classes

How to apply:

If you are a proactive and organised individual with excellent communication skills, we'd love to hear from you. This role would suit someone at the start of their career.

To apply, please submit your resume and a cover letter outlining your relevant experience and why you are interested in joining our team to Laura Vieira at **laura@knepp.co.uk**

Application Deadline: Friday 24th July 2026

Interview date: Week commencing 27th July 2026

We reserve the right to call candidates to interview or withdraw this vacancy at any time if there is a high level of response. Therefore, we recommend you apply as soon as possible.

At the Knepp Estate, we are committed to promoting diversity, equality, and inclusion in our workforce. We encourage applications from individuals of all backgrounds and experiences.