

**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.

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.

Working hours: This is a part-time, office-based role of 30 hours per week.

Salary: £28-£30k FTE

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 experience and desirable attributes:

- Excellent communication skills, both verbal and written, with the ability to interact professionally with individuals at all levels.
- A sense of initiative and the ability to work independently and autonomously
- The ability to prioritise and juggle a multitude of responsibilities effectively
- Supports and works collaboratively with the team
- A strong understanding of discretion and confidentiality
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other relevant software.
- Knowledge of AI tools and the ability to use them to enhance productivity and efficiency.
- Driving License

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

How to apply:

If you are a proactive and organised individual with excellent communication skills, we'd love to hear from you.

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**

Please note that, due to the high number of applications we receive, we are unable to respond to every applicant individually. If you are shortlisted, we will be in touch.

Application Deadline: Friday 14th August 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.