



## **Environment & Property Assistant H&H Land & Estates**

**Job Title: Environment & Property Assistant**

**Reporting to: Director**

**Overall Job Purpose:**

To assist in the provision of environmental and administrative services on behalf of H&H Land & Estates.

### **Primary Accountabilities**

1. To assist in providing a professional service to clients on all environmental and conservation related matters.
2. To assist with the submission of Commons and SFI Moorland applications on behalf of clients.
3. To provide the first line of contact for H&H Land & Estates by answering telephone calls and receiving visitors to the premises, ensuring a high-level of client care is maintained from first contact through to contact with professional staff.
4. To ensure accurate communication between the clients, any other either external or internal visitors or callers and the staff of H&H Land & Estates by taking, recording and relaying messages.
5. To improve the public perception of the company at all times and by representation at events as required.
6. To undertake confidential client related administrative duties as required, including the production of accurate correspondence, report writing, invoicing and general documentation.
7. To provide administrative support to the wider team as required
8. To ensure discretion and client confidentiality at all times.
9. To assist with the administration and completion of RICS compliance matters.
10. To develop professional skills through study, external training and examinations as appropriate.
11. To act as an assistant within the H&H Land & Estates team providing assistance as required on any rural property and property related matters.
12. To monitor any industry compliance with relevance to the company and to advise colleagues or seek further advice accordingly.

### **Secondary Accountabilities**

1. To have an awareness of Health & Safety issues with relevance for the company and to advise colleagues or seek further advice accordingly
2. Other ad-hoc duties that the employer determines fall within the job-holders capabilities.