



**Job Title:**        **Administrative Support Assistant**

**Location:**        Oswestry

**Term:**             Full time, permanent

Yareal UK invests in agriculture and property based on owned or rented land in Shropshire and Lincolnshire with a mission to produce high quality products and services for our customers in the food and property sectors.

We are seeking to recruit an Administrative Support Assistant to assist in ensuring the smooth day to day running of the company's farming and property operations and services through the provision of administration support. You will be based in our central operations office in Oswestry.

This is a varied role and your main duties will be to provide administrative support to the team, carry out general office support tasks, assist with the property management function, maintain the property and vehicle maintenance databases and communication with the insurance provider to ensure cover is maintained.

You will have a thorough knowledge of Microsoft office applications and experience of providing support in a professional environment. You will have excellent attention to detail and problem-solving skills, along with a current UK driving licence.

**Please send your CV to [info@yareal.co.uk](mailto:info@yareal.co.uk)**