

Job Description: Estates Administrator

January 2026



Job Purpose

The main focus of this role is to provide competent and professional administrative and technical support to assist with the smooth day-to-day running of Argyll Estates. The successful candidate will be organised, dependable and have a keen eye for detail.

Job Specifics

This is a permanent position. The position is primarily office based with a requirement to work elsewhere to visit and inspect properties and other business assets from time to time. The position is based in Inveraray, Argyll. You will liaise closely with the part-time Secretary.

The successful candidate will report to the Factor.

Hours of Work

This is a full-time position, Monday – Friday. However, we are open to discussing the contracted hours for the right candidate.

Key duties and responsibilities

Key responsibility	Duties involved
Office administration (providing cover when the part-time Secretary is not working)	<ul style="list-style-type: none">- Respond to general enquiries by phone, email and in person- Paper and electronic filing- Help to prepare and draft correspondence, reports and schedules, minutes and agendas- Answer phone calls promptly and professionally, taking notes/messages when individuals are out of the office.- Arrange meetings both online and in person with internal and external personnel.- Diary management for the Duke and Factor- Mail management- Prepare, package and post Castle online orders- Arrange travel, accommodation and refreshments- Administer annual leave bookings and other staff absences- Manage job adverts and interview process- Maintain employee records- Prepare staff rotas- Data entry- Any other ad-hoc duties as may be reasonably requested from time to time.

Holiday lets	<ul style="list-style-type: none"> - Manage bookings - Respond to guest enquiries - Liaise with booking agency - Liaise with cleaners/housekeepers
Properties	<ul style="list-style-type: none"> - Conduct vacant property checks - Manage energy accounts and contracts - Prepare schedules of condition - Conduct fire alarm tests - Coordinate regular testing with contractors - Renew property licences - Deal with council tax and non-domestic rates
Game department	<ul style="list-style-type: none"> - Collate monthly and annual cull figures - Compile annual fish catch returns
Quality Management	<ul style="list-style-type: none"> - Ensure the estate office is presentable daily - Comply with Argyll Estates' policies and procedures.

Knowledge, Skills and Experience

ESSENTIAL	DESIRED
<ul style="list-style-type: none"> - Good communication skills (verbal and written) with the ability to build productive relationships, both internally and externally - Strong organisation skills, ability to prioritise - Attention to detail - Flexible and 'can do' attitude - IT skills – a good knowledge of Microsoft Word, Excel and Outlook - Maintaining confidentiality and data protection - Ability to work as part of a team - Willing to learn - Full driving licence and access to a vehicle 	<ul style="list-style-type: none"> - Experience of working in a similar role would be advantageous - Property administration experience - Strong typing skills

The foregoing is to be seen as a guide to the requirements of the position, and any precise details of the position will be incorporated into a Contract of Employment.

Nothing in this job description constitutes any part of a legally binding contract.