

## Practice Administrator - Assistant/Graduate level

Easton Bevens is an established independent property consultancy practice providing a wide range of professional services to residential and commercial clients. We are currently looking to take on a new Practice Administrator to support our very busy, growing team.

The role involves a variety of administrative and clerical tasks, coordinating meetings and appointments, welcoming visitors, answering phones and responding to emails. Based at our head office in our North Bristol the successful candidate will provide support to all branches.

Expected start date: ASAP

Job type: Full time (Monday to Friday), permanent

Salary: £26k-£27k

Application deadline: 29/05/26

### Key responsibilities:

- Design office workflows.
- Support Office Managers and Department Heads.
- Serve as the first point of contact between the company and its clients and visitors.
- Manage the reception area, including welcoming customers and guests.
- Manage practice correspondence, including phone calls, emails, letters and packages.
- Organise meetings, scheduling appointments and overseeing catering during company events.
- Perform data entry roles, including updating records and databases for personnel, financial and legal information.
- Manage inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations.
- Create travel itineraries for business executives, employees and company events.
- Ensure all health and safety, as well as company procedures are followed at all times.

Regulated by RICS

Head office: Unit 26, Osprey Court, Hawkfield Way, Bristol, BS14 0BB  
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Birmingham 0121 817 7670 Cardiff 02920 108 821 London 0204 548 9835 Manchester 0161 669 2267

Easton Bevens Limited trading as Easton Bevens, Registered No. 6376992



- Organise workshops, lectures and training sessions to ensure CPD records are kept up to date.
- Complete any relevant professional training as required.

### **Skills**

- Experience in event planning.
- Strong attention to detail.
- Excellent organisational skills.
- Good communication and customer service skills.
- Ability to multi-task and prioritise tasks effectively.

### **Required qualifications:**

- Minimum of Grade C in Maths and English GCSE.

### **Relevant experience:**

- Proven experience in a related role such as Office Assistant, Receptionist or other relevant position preferred, as would knowledge of computer programs such as Word, Excel, and other specialised office management tools.
- Proficiency in filing/managing paper correspondence including handling confidential information would be useful.

n.b. Since this is an entry-level position we may consider a recent graduate.

### **Benefits:**

- Company events
- Company pension
- Sick pay

To apply for the vacancy please send your CV to [recruitment@eastonbevins.co.uk](mailto:recruitment@eastonbevins.co.uk)