**Farm Administrator 30-40hrs per week.**

A large family-owned farming business in Easter Ross is currently seeking to appoint a Farm Administrator.

Business enterprises include Pedigree and Commercial Livestock, Arable, Renewables and Holiday Lets.

It is a progressive and modern farming business and the successful candidate will have opportunity to work within a great team who utilise some of the best advisors in the UK and New Zealand.

**Duties will include, but are not limited to:**

* General office duties, answering the phone, replying to enquires.
* Upkeep of statutory beef, sheep & arable records.
* Upkeep of farm assurance, and environmental scheme records and compliance.
* Inputting data into pedigree livestock data bases.
* Supporting on farm sales.
* Assisting with public relations, Newsletter, Industry days, schools, colleges and LEAF open farm Sundays.
* Willingness to assist on farm when required, i.e. tagging and performance recording lambs at birth.

**Requirements:**

* A broad understanding of Agriculture in Scotland.
* Competent IT (Excel, Word & Outlook) skills.
* Good communication skills.
* Ability to work as part of a team and individually.
* Willingness to work to a high standard.
* A flexible approach to work and changing priorities.
* Full driving license.
* A sense of humour.

**Job Package:**

Monday to Friday with some weekend work at busier times of the year.

Salary will be in the range of £21-£25k pro rata, dependent on experience with 5 weeks paid holiday per annum.

Accommodation can be provided on site if required.

If you require more information or to apply for the Farm Administration Vacancy please email a copy of your CV and covering letter to john@fearnfarm.com or phone during office hours for a chat 01862832522.