**PA /Farm Secretary**

**Langmead Farms are looking for an experienced** **PA /Farm Secretary to support the Farm Manager and the Farming Team in our Suffolk Operation**

This is an exciting opportunity for a senior administrator to work in a long established farming company in East Suffolk.

We are seeking a self-motivated individual that can work under their own initiative, providing support to the CEO Farming and provide administrative support for the Farming Business Unit growing Herbs and Potatoes in Suffolk.

The successful candidate should have a working knowledge and empathy for the farming industry and be capable of building rapport and trust with different people both inside and outside of the business including contract farmers, government agencies and neighbours.

The successful candidate will be able to prioritise a flexible workload during peak periods while maintaining attention to detail, following process, meeting deadlines and handling interruptions.

This varied role includes some financial responsibility and administration of Health and Safety for the Suffolk team so candidates must have strong skills in Microsoft based software packages, specifically Word, PowerPoint and Excel. This role is permanent but an interim or temporary position would be considered.

For an informal discussion, please contact Sara Benstead on 01243 578611