

Personal Assistant (PA) — Dereham, Norfolk

Hours: Full-time

Salary: From £25,000 per annum (depending on experience)

Join a busy owner-led group with plenty of variety: a beloved real-ale pub (The Cock, Dereham), a cluster of self-catering holiday lets, and a growing agri-tech venture (Connected Farms UK)—with the odd side project thrown in. If you love spinning plates, solving problems, and making things run smoothly, you'll fit right in.

What you'll do

- Be the organiser-in-chief: diary management, inbox triage, meeting prep, travel and logistics.
- Keep the wheels turning across brands: liaise with suppliers, contractors and partners for the pub, holiday lets and Agricultural IT/Comms
- Support venue & guest operations: simple rota/admin support, basic stock/ordering follow-ups, guest comms for bookings (incl. Airbnb/Booking.com).
- Get documents out the door: draft emails, letters, reports and tidy slide decks; keep files and checklists shipshape.
- Light marketing support: update web pages/socials, pull together photos/captions, help with small promos and events.
- Numbers & systems: basic bookkeeping/admin (e.g., invoices/receipts), maintain spreadsheets and simple dashboards.
- General errands & “can-you-justs”: the useful, flexible stuff that keeps a busy owner focused.

You'll bring

- Experience as a PA/EA or in a senior admin role.
- Polished communication and first-rate organisation.
- Confident with Microsoft 365, quick to learn new tools
- Calm under pressure, discreet, and proactive—able to anticipate needs and act.
- A full UK driving licence and comfort travelling locally when needed.

What you'll get

- A lively, supportive workplace with real variety—no two days the same.
- Scope to grow with the businesses and shape how we work.
- Competitive salary from £25,000 DOE and sensible flexibility where possible.

How to apply: Send your CV and a short cover note explaining why you're a great fit to steve@glendowerbb.com Please include “PA – Dereham” in the subject line.