



MAGHERAMORNE ESTATE

Business Support

Part-time | 16–24hpw

Salary: Competitive, dependent on experience

Closing date: 28 August 2026

This is a varied and rewarding role supporting senior leadership across PA duties and Project Management work. The successful candidate will be a trusted confidant with excellent organisational skills, exceptional attention to detail, and the ability to manage multiple priorities while maintaining the highest levels of confidentiality. No two days the same — perfect for someone organised, discreet, and one step ahead.

You will bring:

- Ability to manage complex and ever-changing diaries for the owners
- Strong administrative and organisational skills which will include scheduling meetings, planning appointments, manage projects and events while managing multiple tasks simultaneously and anticipating potential conflicts.
- Confidence managing diaries, correspondence, and confidential information
- An excellent communicator with strong written and verbal communication skills with meticulous attention to detail.
- Able to work independently, use initiative, and adapt to changing priorities.
- A collaborative approach to the role, working comfortably as part of a team, supporting colleagues and contributing to shared goals.

To join this award-winning team and learn more, please email your CV and a cover letter stating how you match the criteria to recruitment@magheramorneestate.com

You must have the right to work in the UK to be eligible for this role. Documented evidence of eligibility will be required from all candidates prior to commencing employment.

Magheramorne Estate is an Equal Opportunity Employer.