

Reception Office Administrator (PART TIME - 21 hours)

An exciting opportunity within our Oakleigh House office. The successful candidate will provide part time (Wednesday to Friday) administrative support in the main Reception at Bletsoes.

The ideal candidate will:

- Have experience in an administrative role.
- Have experience with Word, Excel, Outlook and ideally also Publisher and Access.
- Be personable and a good communicator, oral and written.
- Competent at basic numerical work.
- Work well as part of a team, in an enthusiastic and positive manner.
- Be conscientious with excellent attention to detail.

We offer a competitive salary and benefits; a friendly work environment within a reputable, well established, professional, family business.

Job Description available upon request.

To apply, send your CV and covering letter to:

Mrs N J Clayton-Bailey BSc (Hons), MRICS, FAAV
Henry H Bletsoe & Son LLP
Oakleigh House, 28 High Street
Thrapston
Northamptonshire NN14 4LJ

Email: nicola.c-b@bletsoes.co.uk
Closing Date: Monday 9 February 2026