



WE ARE HIRING!

LET'S JOIN OUR TEAM!

Carvers Hill Estate Vineyard & Winery are hiring an **Operations & Hospitality Administrator**.

As the first point of contact for visitors and clients, you will play a key role in creating a positive and welcoming environment while ensuring the smooth day-to-day running of the office at a busy vineyard, winery, and events business.

This is a full-time job, based at our winery in Shalbourne, Wiltshire

Start Date: June 2026

KEY RESPONSIBILITIES

- Provide administrative support for the Le Grand Société membership programme
- Handle all telephone and email enquiries professionally and efficiently
- Provide accurate and helpful information to clients, guests and visitors
- Oversee wine tour bookings and staffing schedules, including attending and supporting wine tours as part of the rota
- Support cabin bookings, including guest check-ins, coordinating cleaning schedules and managing guest relations
- Assist with the set-up, coordination and execution of events
- Manage incoming and outgoing post, deliveries and general correspondence
- Maintain a tidy, organised and professional office environment
- Greet and welcome visitors in a courteous and professional manner
- Provide bookkeeping support to Finance Director
- Support the wider team with day-to-day operational and administrative tasks as required

SKILLS & REQUIREMENTS

- Excellent interpersonal and written communication skills
- Highly organised and strong multitasking abilities
- Professional appearance and attitude
- Proficiency in office software (e.g. Xero, Microsoft Office – Outlook, Excel, Word etc.)
- A proactive, hands-on attitude and collaborative approach to team working
- Comfortable working flexibly, including evenings and weekends as required by the event calendar
- Full driving licence

Send your CV and cover letter to:

✉ enquiries@carvershillestate.com

For more information, visit our website

🌐 www.carvershillestate.com