

RECRUITMENT

Business & Planning Administrator

Bloomfields provides planning, development and architectural consultancy services throughout the South East. We provide honest, clear and sound planning advice with the highest standard of professional integrity

Bloomfields is looking for a Business and Planning administrator for our busy, dynamic, award-winning business and to work alongside both our planning and architectural team. This role could even develop into helping the wider business of Lambert & Foster. A good grasp of MS Word and Excel are essential, and a willingness to learn other business platforms is required (with training being provided). The role will be based in our Wadhurst or Paddock Wood office although applicants may be able to work in our Hythe office depending on experience. This is a role that offers the potential for good career progression if desired.

Salary: Dependent on experience.

Reporting directly to: Client Manager, Nicola Thomas

Location of role: Wadhurst, East Sussex or Paddock Wood, Kent.

Deadline for application: 9.00am on Monday 10th August 2026

How to apply: Please send CV, portfolio, and a covering letter to myfuture@bloomfieldsltd.co.uk

SEE FURTHER DETAILS OVERLEAF

NO RECRUITMENT CONSULTANTS / AGENCIES.

J O B R E Q U I R E M E N T S

- First point of contact for the company, answering incoming calls and welcoming clients and visitors to the office as required. To include dealing with prospective client queries, recording details and forwarding messages accurately.
- Organise, schedule and co-ordinate meetings and digital reminders.
- Preparation of reports for weekly and monthly team meetings (training to be provided); note taking if required.
- Maintain appropriate filing systems for digital folders using SharePoint (training if required)
- Research site planning histories and relevant planning constraints (training to be provided).
- Assisting with the proactive monitoring of planning applications, either independently or as and when directed by Project Managers (training to be provided)
- Maintain data entry for contacts and application status spreadsheets using Excel.
- Prepare, modify and format documents using Word, Excel and PowerPoint.
- Prepare Letters of Instruction and obtain quotations as required by Planning Consultants and Architectural team (training to be provided).
- Prepare invoices using the time-recording system as required by Planning Consultants and Architectural team (training to be provided).
- General administrative support including scanning, copying, binding documents and reports.
- Assistance at exhibitions and events as required.
- Some experience of the planning system would be beneficial.
- Liaise with and report to Client Manager.
- Full driving licence and use of car essential.

Bloomfields is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity position.

F U R T H E R I N F O R M A T I O N

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