Would you like an interesting, creative, challenging and fun job working for Edinburgh’s best short term letting company Dickins? Yes! Great, because we are currently looking for this person to support our Managing Director, Louise Dickins.

Louise has run Dickins for 20 years and been self employed since she was 23. She’s a charismatic, trusted, knowledgeable and caring entrepreneurial spirit who started her business from nothing. This mother of two energetic boys wants a work/life balance and has found that she’s too busy and needs support.

This is an exciting opportunity to learn from somebody with a great deal of experience. It isn’t a boring, desk bound administrative role and because it’s not your average job, we’re struggling to think of a job title for it! Let’s hear from Louise.

I need someone I can completely rely on to support me across all aspects of the business. I’m a capable, bright multi tasker with a wide range of skills and the ideal candidate will have the same attributes. I have very high standards and attention to detail is key for me. I want someone who can help me to make sure that I’m on top of everything on my desk and that my inbox is clear, so I can continue to grow the business. I currently meet all potential owners and see all our new homes and I also do all our photography. I’d like to train this up person up to be able to help me in this aspect of the business too, so you need great people skills, confidence and a creative flair. I’m also starting a new tour company and this person will be actively involved in that.

Dickins let special Edinburgh homes on a short term basis. We’re about homes, quality, great customer service, people, getting things right and we’re great problem solvers who don’t take no for an answer and will always find a solution. We’re a small, happy team of people who enjoy their jobs.

This job will be based at our office at 17 Dundas Street, Edinburgh. It’s a full time role and we’d like it to start as soon as possible. The salary will be based on experience.

To apply for this job, please email your CV to Louise at louise@dickins.co.uk and ideally make a video letting me know why this job appeals to you, upload it to You Tube and send me a link.