

## **Office Administrator (part-time)** **Working 24 hours a week**

We're looking for someone cheerful, who can field enquiries and get tasks done efficiently and accurately.

### **Key duties**

- Deliver great customer service – answering telephone and email enquiries from customers and suppliers, and social media enquiries at weekends
- Cashing up of tills
- Assist the office team and senior team with general administration tasks e.g. stock database, filing, updating goods in spreadsheet and account system etc.
- You will sometimes be required to work at our office reception, welcoming people and registering visitors

### **Your capabilities**

- You will have good communication skills
- You are able to follow instructions from your supervisors, and can work on your own initiative
- Attention to detail

### **Requirements**

- Ability to work additional hours is an advantage
- You'll need to work some bank holidays and perhaps weekends
- Prior office or customer service experience is essential
- Good standard of English and Maths
- Experience of working with stock databases and Microsoft Office preferred

### **Working with**

- Report into the Garden Centre Manager
- You'll work alongside office administrators and receptionists

### **Rewards and Benefits**

- **Discount** – after one year, employees are entitled to receive a 30% discount for the garden centre (some exceptions apply)
- **Paid holiday** – holiday entitlement is 20 days per year, plus bank holidays. Restrictions apply.
- **Annual Christmas bonus**
- **Part-uniform** provided
- **Employee Assistant Programme** - a confidential personal and professional support service available to all employees and their immediate families 24/7, 365 days a year.
- **Training & development**, as required. We have an e-learning scheme called GROW, and also take part in other training with product suppliers and external trainers

- **Workplace pension**
- **Free parking**