

Title: Office Administrator Vacancy available at our Rugby branch

Reports to: Office Manager & Managing Director

Based at: Tower Farm Saddlers Ltd, Rugby

Status: Part-time or Full Time 22 – 38.75 hours a week.

Job purpose:

To complete a variety of IT, accounts, customer service and database management tasks to maintain the smooth running of an office within a growing business, whilst making improvements on current procedures and routines to increase efficiency and productivity.

Key responsibilities and accountabilities:

1. Process faulty customer returns.
2. Check and input invoices on to sage.
3. Check and process delivery notes.
4. Enter accounts and takings data on to sage and excel.
5. Handle day to day e-mail enquiries
6. Manage current sponsorship commitments as well as new requests.
7. Maintaining and creating customer and product database records.
8. Produce shop signs, labels and posters for the shop floor through communication with sales staff.
9. Type and word-process various documents.
10. Produce reports on product sales using the POS software.

You will be driven and enthusiastic with high attention to detail, good problem-solving skills and a can-do attitude. The role would suit a candidate who is focused on continuous improvement and best practice and is looking to be a part of a highly motivated team. If you are always aiming to drive the business towards its performance objectives, then you are the ideal candidate to join and enhance a business whose prospects are endless.

Job Requirements:

Essential

Must have a good level of computer literacy (reasonable typing speed), with experience using a variety of software, most importantly Microsoft Word, Excel and Windows operating system.

Good communication and inter-personal skills.

Experience in office administration and/or suitable business, administration or IT qualifications.

Be able to self manage, but also the ability to work in a team.

Excellent organisational skills

Dedicated team player – be willing to go the extra mile to meet deadlines when necessary.

Due to our location it is essential that you have a full driving licence and access to a car.

Educated to a minimum of a-level standard or a good level of previous work experience.

Knowledge of equestrian related products.

Bring a high level of enthusiasm to work with a cheerful and optimistic attitude.

Desirable

High level of accuracy in data input/analysis

Experience in customer service.

Familiarity with Sage accounting software.

Why should you work for Tower Farm Saddlers Ltd?

At Tower Farm Saddlers we are passionate about the equestrian retail sector and providing our customers with the best service they can find. As a result our family business has grown over 45 years from strength to strength and is now ready for a new phase in its evolution. One of the largest of our kind in the midlands and with a huge loyal customer base we are in a fantastic position to expand and move forward.

Come and feel part of a team and make a real contribution to a growing company.

Interested? Apply now!

To apply please e-mail a CV and covering letter to: admin@towerfarmsaddlers.co.uk

Please note you will receive a response within 14 days.