



Vacancy - Office Administrator

**WE ARE
HIRING!**

With over 50 years of experience, Tower Farm Saddlers is an award winning, successful family run equestrian and country retailer, offering a wide range of top brand products.

We are looking for a confident administrator to join our head office team. This is an office-based post and the candidate would need to live ideally in a commutable distance to our office in Rugby.

You will be driven and enthusiastic with high attention to detail, good problem-solving skills and a can-do attitude. Within the role you will work closely with our entire team and external suppliers.

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

To apply, please either follow the application steps as advertised on Indeed, or forward your CV and covering letter directly to us at: admin@towerfarmsaddlers.co.uk

Responsibilities include:

- Order processing & email management.
- Booking in deliveries & arranging credits.
- Answering general queries & social media contact forms.
- Communicating with our shipping couriers to resolve issues.
- Updating customer order records.
- Keeping invoices and delivery schedules up to date.
- Assisting with supplier, customer and courier queries when required.
- Updating and maintaining our product records on our POS software.
- Shop sign, label and poster production.
- General office administration and other ad hoc tasks that may arise in relation to business needs.

What are we looking for?

- The ideal candidate will have previous office admin experience, ideally in the retail sector.
- The ability to demonstrate the use of computer packages including Word, Excel & Windows.
- A high level of accuracy in data input/analysis & a good typing speed.
- Equestrian experience is useful but not essential.
- A hard working, cheerful attitude with a good customer manner.
- Enthusiasm and a willingness to tackle a wide range of tasks.
- Ability to work from your own initiative, both autonomously & as part of a team.
- Excellent grammar, communication & organisation skills.
- A confident and professional telephone manner.
- Due to our location, it is essential that you have a full driving licence and access to a car.

Benefits include:

- 20 days holiday plus bank holidays (full time)
- Free on-site parking
- Excellent staff discount
- Competitive starting salary (£18,000 - £22,000 per year dependant on experience)

This vacancy is for a full-time Office Administration Assistant. Our core office hours are Monday – Friday 9.30am – 6pm.

