

## **Administration Assistant**

Larch Cottage Nurseries Ltd - Penrith

From £14 an hour

This is an essential role ensuring the smooth operation of the whole business. We are looking for someone with good communication and organisational skills, someone who is a team player with a pleasant telephone manner. Ideally someone with proven HR experience and someone who has worked within a similar organisation/ family business. This is a very varied role.

### **Skills**

#### **You will need to have**

- **Strong organisational skills**
- **the ability to plan your own work, work on your own initiative and meet deadlines**
- **the ability to manage pressure and conflicting demands and prioritise tasks and workload**
- **oral and written communication skills**
- **tact, discretion and respect for confidentiality**
- **a pleasant, confident telephone manner**
- **teamwork**
- **Attention to detail**
- **reliability and honesty**
- **project management skills.**

Duties will include:

- dealing with telephone and email enquiries
- HR - recruiting, training and supervising junior staff, managing/ recording holiday allowance
- Health and Safety
- creating and maintaining filing systems
- scheduling and attending meetings, creating agendas and taking minutes
- using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases; devising and maintaining office systems
- liaising with staff in other departments and with external contacts
- ordering and maintaining supplies
- organising and storing paperwork, documents and computer-based information

- Vehicles and Utilities
- Experience with marketing, websites and social media would be an advantage but not essential

This is mainly Monday-Thursday although there maybe occasions when a Saturday or Sunday is required. Normal hours will be 8-4.30pm, there may be some flexibility within these hours.

Job Types: Full-time, Permanent

Pay: From £14.00 per hour

Benefits:

- Casual dress
- Company pension
- Employee discount
- On-site parking

Work Location: In person