Job Description Admin assistant:

JOB DESCRIPTION

Role Title: Administrator Assistant   **Department: Office**

Working Pattern: M,W & F mornings, initially with a view to increase .

We are a small family farming business, outside of Tregony, producing fantastically tasty eggs which are distributed to restaurants, supermarkets and wholesalers across the country (mainly London & South West). We are looking for a person to predominately work in the office as an Administrator Assistant to our Office Manager.

We are looking for someone who wants to share our passion and high professional standards. To deal with our customers and help receive and process supermarket orders, organise transport of the orders, deal with enquiries of potential and existing customers.

The successful candidate will be given training on all areas of the business; packing centre, pasteurising plant and farm to ensure you fully understand the business to help when dealing with customers. As well as being able to cover other areas of the business if needed, in busy times or to cover holidays. We offer opportunity for progression as we are a growing business.

Duties include:

- Diary upkeep
- Processing Supermarket orders
- Organising transport of the orders
- Receiving orders via email and phone then processing.
- Dealing with enquiries for the potential & existing customers as well as the general public via email and phone.
- Liaising with packing centre to ensure all orders fulfilled.
- Potential to also work with Marketing Manager; social media, website etc.

Skills:
Attention to detail essential
Organisational skills
Good communication skills
Good computer skills; including Excel
Excellent customer service
Knowledge of QuickBooks would be an advantage

To apply: send your CV and a covering letter to: info@stewe.co.uk

Note: As a 7 day working operation we require employees to be flexible in their hours/days of work when requested by the business to support the operation. This will be notified as far ahead as possible but occasionally will be short notice.