

## Job Vacancy

### **P/T ADMINISTRATION ASSISTANT**

We are looking for an experienced part-time Administration Assistant in our independent garden centre. We are a small friendly team, providing great customer service in a wonderful rural location.

Applicants should have previous experience in administration and IT, Microsoft Office, Outlook, Excel and Dropbox. Some exposure to basic level book-keeping would also be useful, but not essential as training will be given.

This is an administrative role, for which you will receive full training from the outgoing Administration Assistant. You will report to and support the Garden Centre Manager. You will need to be confident with all aspects of the job including general admin, IT, data capture for payroll, banking, invoicing, spreadsheets, website updates, buying of office consumables and generating our monthly newsletter. You will be self-motivated, with accurate administrative skills.

Our garden centre is open 7 days per week, and your hours will be spread across Monday to Friday. The role is for 12 to 15 hours per week, across 4 or 5 days, dependent on the successful candidate and our seasonal and business requirements.

Applicants must have the legal right to work in the UK, and have an excellent command of English, as accurate report writing will be required. Own transport is essential due to our rural location.

#### **The successful applicant will benefit from:**

- An hourly rate of between £8 to £8.50 dependent on experience
  - 20% discount in the garden centre
  - A contributory pension scheme

Interested candidates should email a brief career summary and contact details to:

[jobs@rowangardencentre.co.uk](mailto:jobs@rowangardencentre.co.uk)

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