

Vacancy for an EPOS Administrator



Job Type: Full Time, Permanent

Location : The Gardener's Garden Centre, Rushmore Hill, Knockholt, Kent TN14 7NN

Days : Monday to Friday including every other weekend and a day off during the week in lieu

Hours: 9:00 am – 5:00 pm (5:30 pm during extended opening)

Salary : £8.46 per hour plus benefits

Rushmore Hill,
Knockholt, Sevenoaks,
Kent, TN14 7NN

Tel: 01959 532269

Fax: 01959 534092

Email: rushmorehill@coolings.co.uk
www.coolings.co.uk



Coolings Garden Centre near Sevenoaks, Kent has a reputation for both excellent customer service and growing outstanding plants. Having recently purchased our fourth garden centre, we need to expand our administrative team to support the additional business this will generate.

With the vast number of plants that are sold through our Plant Sales area, and soon to increase, we need an **EPOS Administrator** to look after their records. Over a million plants are grown on our Nursery every year, together with plants brought in from external growers, they all need to be correctly recorded in EPOS (Electronic Point of Sale).

The **EPOS Administrator** will place orders with our suppliers at the beginning of the week and manage any queries when the plants arrive at the end of the week. The records for all orders are processed through to completion, including producing labels for all the plants and ensuring all invoices received are accurate.

This job will suit somebody with confident computer skills. It would be ideal for someone with a love of gardening for whom the plant names will appear familiar.

As this role requires accuracy and attention to detail, it will suit somebody who likes to see tasks through to completion.

At our busiest time of the year in the Spring, this role can become very busy so will require someone who works well under pressure with a calm and efficient nature. Excellent customer skills are also required as you will be one of the office team answering the telephone and helping customers with their queries.

If you fit the bill and are looking for a new role, this vacancy may be ideal for you.
Please apply with a copy of your cv to:

Jane Hopson
Office Manager
Coolings The Gardener's Garden Centre,
Rushmore Hill, Knockholt, Kent TN14 7NN
Tel: 01959 532269
Email: janehopson@coolings.co.uk
www.coolings.co.uk

Own transport is essential as public transport to Coolings is not reliable.

Closing Date : Wednesday 31 July 2019