

## Vacancy for an Office Administrator

**Job Type:** Full Time, Permanent

**Salary :** £9.75 per hour plus benefits

**Location:** Knockholt, Kent TN14 7NN

**Days:** Working Monday to Friday and alternate weekends (10 day fortnight) with a day off during the week in lieu

**Hours:** 37.5 hours per week rota'd between 8:00 am and 6:00 pm

Coolings The Gardener's  
Garden Centre

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

Tel: 01959 532269

Email: [rushmorehill@coolings.co.uk](mailto:rushmorehill@coolings.co.uk)

Web: [www.coolings.co.uk](http://www.coolings.co.uk)

**Experience Required:** Strong organisational and customer service skills in a similar commercial environment.

**Coolings Nurseries Ltd** is a family-owned business, with two garden centres in Knockholt, Kent, one in Bearsted, Kent and one in Wych Cross near Forest Row, East Sussex and a strong on-line presence too. We have a reputation for both excellent customer service and growing outstanding plants.

We are looking for an outgoing and confident individual to join our office team in Knockholt as an **Office Administrator**. The role will include answering the telephone, so outstanding telephone skills are required as you will often be the first point of contact for callers to the business. You will also be responsible for handling and replying to company letters and emails so strong computer skills, good spelling and understanding of English grammar is essential.

This role will also include updating EPOS (Electronic Point of Sale) with records of our pot and statue stock and orders will need to be accurately processed through to completion, ensuring all invoices received are accurate.

The range of tasks within the office are varied so each day will be different.

Confidence in working with Publisher, In-design and Illustrator will be a bonus as much of the role will be producing signs and promotional material. Training can be given.

We are looking for someone who takes pride in their work and enjoys working both as part of a team and on their own.

If you have a flair for administration and would like to work for a Company who set very high standards in all areas of the business, then this may be the ideal role for you.



If you wish to apply, please send your cv and a covering letter to:

Jane Hopson  
Office Manager  
Coolings Nurseries Ltd  
The Gardener's Garden Centre,  
Rushmore Hill, Knockholt, Kent TN14 7NN

Tel: 01959 532269  
Email: [workforus@coolings.co.uk](mailto:workforus@coolings.co.uk)

[www.coolings.co.uk](http://www.coolings.co.uk)

Closing date for the receipt of applications – **Friday 17 December 2021**