

Vacancy for an E-commerce Assistant



Job Type: Full Time - Permanent

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

Days : Working 5 days per week, including alternate weekends.

Hours: 37.5 hours per week 9:00am – 5:00 pm
(Extended hours to 5:30pm during peak trading)

Salary : £9.50 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. With four garden centres and a growing online shop, we need to expand our administrative team to support the additional business this will generate.

One of the benefits of our new website released in May 2020, has been an increase in the number of orders being placed through **Coolings Online**. With the vast selection of plants and gardening products that are sold through the website, we need an **Ecommerce Assistant** to be part of a team maintaining the online stock records, product details and images and supporting our customers with their orders via telephone and email enquiries.

You will be a valuable part of the Ecommerce team who are responsible for all elements of our online store. This role will suit somebody with confident customer service and computer skills, and a calm and efficient nature who likes to see tasks through to completion. It would be ideal for someone with a love of gardening for whom the plant names and gardening products will appear familiar. This role requires accuracy and attention to detail and applications from those with previous customer service experience are preferred.

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: workforus@coolings.co.uk
www.coolings.co.uk

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

Closing Date : Monday 31 January 2022