

Job Specification

Job Title: Office Administrator

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

Type: Permanent, Part time

Days: Working two midweek days per week and alternate weekends

Hours: 18 - 22.50 hours per week
9:00 am – 5:00 pm (flexible between these hours)

Rate of Pay: NMW or NLW to apply plus benefits

Coolings Nurseries
Rushmore Hill, Knockholt,
Sevenoaks, Kent,
TN14 7NN
Tel: 01959 532269
Email: coolings@coolings.co.uk
Web: 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 be handling stock enquiries so strong computer skills are necessary and familiarity with plant names would be helpful.

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.

Updating our Family card database will also be a part of this role. The range of tasks within the office are varied so each day will be different.

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

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.

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

Closing date : Thursday 28 March 2024