

Office Administrator

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

Job Type: Part Time, Permanent

Days/Hours: Two midweek days and alternate weekends
22.5 hours per week
(Please note we are open to considering alternative work patterns during the week, but it **must include** working on alternate weekends **both** Saturday and Sunday).

Rate of Pay: £11.44 (NMW)

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 a confident, organised individual with good verbal and written communication skills to join our office team in **Knockholt** as an **Office Administrator**. The role will include answering the telephone and dealing with stock and other queries off the back of incoming calls and our central inboxes. Outstanding telephone skills are required as you will often be the first point of contact for callers into the business. Familiarity with plant names would be an added preference but is not essential.

This role will also include updating **EPOS** (Electronic Point of Sale) with records of our plant and stoneware stock. Orders will need to be accurately processed through to completion, ensuring all invoices received are accurate. Strong computer skills are necessary in all aspects of the role. Your role also includes placing orders with our suppliers and managing any queries when the stock arrives.

The range of tasks within the Office can vary day to day. Other ad-hoc duties include producing signage for the Shop and Plants team and printing barcoded labels for the team when they are needed. Updating our Family card database will also be a part of this role.

Coolings Nurseries

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

Tel: 01959 532269

Email: coolings@coolings.co.uk

Web: www.coolings.co.uk

At our busiest time of the year (in the Spring), this role can become very busy and requires someone who works well under pressure in a calm and efficient manner.

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

Our team all wear uniforms, which will be provided when you start.

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

If this role appeals to you and you are interested in joining the team at Coolings, please apply via email with a copy of your CV to workforus@coolings.co.uk