

Administrator - career

Hassocks, West Sussex £17k to £18k pa

Contract type: Permanent

Description

Business Administrator – Environmental Company

Hassocks, near Brighton

Salary: Initially £10 per hour for 15+ hours per week, building to a full-time position.
£17000 - £18000 depending on experience + potential salary growth;

Hours - Monday- Friday, 15 hours to suit by mutual agreement.

Are you an ambitious, organised, educated and enthusiastic office administrator who can help with administration, e-marketing, web-shop, customer support, etc. Are you willing to learn in a useful and rapidly growing field? Training given.

Requirements:

Essential:

- A-levels A-C at least one in a science subject.

Desirable:

- University degree an advantage
- Experience in an administrative role gained within an office environment
- Some experience of customer interaction
- Desire to learn and develop knowledge and skills in the area of healthy living in the built environment
- Experience of writing marketing material for web-shop and social media
- Good organisational and time management skills
- Numerate, accurate with good attention to detail
- Self-motivated, able to use own initiative and succeed in a busy environment
- Excellent communication skills at all levels, verbal and written
- Professional and confident telephone skills
- Ability to multi-task, prioritise, meet deadlines
- Flexibility with working hours
- Ability to work from home with own equipment
- Good experience in Excel, Word and Outlook, Skype, willingness to learn Wordpress and Woocommerce admin
- German language skills an advantage

Responsibilities:

- Liaise and build successful relationships with designated suppliers
- Process customer orders
- Report to accounts and marketing departments.