

Business Administrator

Contract type	Permanent, Full Time
Location	Melton Mowbray Town Centre
Hours	Full time 37.5 hours 08.30 to 17.00 hours Monday to Friday
Reporting to:	Business Partner ~ Graham Redman

Rewards

- Salary dependent on skills and experience but *iro* £20,000
- Annual (non-contractual) bonus based on personal and business contribution
- Work-place pension
- 20 days holiday plus Bank Holidays

Main Tasks

- Managing orders for books, seminars and other products we offer (via telephone, internet and post) and processing them for delivery and taking payment
- Managing delivery of monthly bulletins and other postage
- Managing the contact database
- Be first port of call for incoming telephone calls and visitors
- Supporting commercial staff with word processing
- Providing general office duties

Personal Skills and qualifications.

The successful candidate will:

- be proficient in Word and copy typing. Database management skills, Excel and Sage familiarity are advantageous, but training can be given.
- have experience of dealing with customer enquiries and sales orders
- be an excellent communicator, able to interact within the business and with clients
- have integrity, honesty and an eagerness to work for the good of the company.
- be self-motivated and capable of setting own work strategies and of working with own initiative, actively seeking information from internal or external sources as required.
- Be a flexible and adaptable team player.

Time-management is paramount with the ability to prioritise work and manage several projects on behalf of different people simultaneously.

The Company

The Andersons Centre is an agricultural consultancy with about 18 staff based in Melton Mowbray with a UK wide reach. We are a small friendly team that works to deliver great results for our clients. For details, peruse our website at www.theandersonscentre.co.uk

Application

To apply please send a CV and covering letter, explaining which job you are applying for and why you are the right person for the job to Claire Eggleston at ceggleston@theandersonscentre.co.uk.

Applications should be received by Friday 19 October 2018