

## Secretary / Administrator

Contract type	Permanent, Full Time
Location	Melton Mowbray Town Centre
Hours	<b>Full time 37.5 hours 08.30 to 17.00 hours Monday to Friday</b>
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 (via telephone, internet and post) and processing them for delivery
- Managing delivery of monthly bulletins and other postage
- Managing our contact database
- General reception duty
- Typing and secretarial support
- Providing general office duties

### **Personal Skills and qualifications.**

The successful candidate will:

- be proficient in Word and typing. Database management skills, Excel and Sage familiarity are advantageous, but training will be given.
- have experience of dealing with customer enquiries and sales orders
- be an excellent communicator, able to interact within the business and 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 provides advice to farmers and farming information to others. It has about 18 staff, most of which are 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](http://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 graham Redman at [gredman@theandersonscentre.co.uk](mailto:gredman@theandersonscentre.co.uk) .

Applications should be received by 21 December