

Publications Administrator

THE ANDERSONS CENTRE

JOB OVERVIEW

- ✓ A role ensuring the prompt and accurate fulfillment of orders for our products plus helping generate new orders
- ✓ Permanent part-time position (20 hours per week) over 4 or 5 days.

ABOUT US

- ✓ The Andersons Centre (see www.theandersonscentre.co.uk) is part of Andersons the Farm Business Consultants. We have been delivering high-quality advice to the farming sector since 1973
- ✓ The Andersons Centre is unique in combining practical on-farm advice alongside industry-level analysis from our Business Research team
- ✓ We publish both the John Nix Farm Management Pocketbook and the Agricultural Budgeting & Costing (ABC) Book
- ✓ We operate throughout the UK, Ireland and beyond

ABOUT YOU

- ✓ Proficiency in Word, database management skills, Excel and Sage familiarity are advantageous.
- ✓ Experience of dealing with customer enquiries and sales orders
- ✓ 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.

- ✓ Be a flexible and adaptable team player, able to support others and draw on their support when necessary.
- ✓ The ability to manage time effectively

MAIN TASKS

- ✓ Administering orders for books, seminars and other products (via telephone, internet and post) and sending them for delivery
- ✓ Ensuring postage of monthly bulletins, books and other items
- ✓ Managing the contact database
- ✓ Organising and sending mailshots (mostly digital) to market the publications and bulletins
- ✓ General office and reception duties including organising stationery and office resources
- ✓ Providing cover for consultancy secretarial support when necessary
- ✓ Other tasks that might from time to time be required

BENEFITS

- ✓ From £10,000 per annum dependent on skills and experience
- ✓ An annual (non-contractual) bonus determined by company profits and personal performance
- ✓ 20 days holiday per year

WHAT NEXT?

- ✓ To apply please send your CV and a covering letter by the 30th July 2021 explaining why you are the right person for this role
- ✓ Please email your application to Richard King at rking@theandersonscentre.co.uk