



# JOB VACANCY

## OFFICE ADMINISTRATOR – MONDAY TO FRIDAY

We have the opportunity for a new person to join our office team, completing the day-to-day tasks related to running our home delivery and wholesale department.

A successful candidate will be computer literate and adept in Microsoft Excel, experience of Sage Accounting a bonus. They will have a fantastic phone manner, be efficient, organised and systematic in all that they do. They will learn our office systems, and implement new ones to streamline the processes in the office. They will work closely with the other members of the office team, to ensure we give the best quality service to all our customers; be they home delivery, wholesale or retail customers. We want to treat each customer fantastically, and the successful candidate will go the extra mile.

They will work closely with the packing team, and also the buying team, keeping up to date with product availability at all times. They will be prepared to join the packing team when the workload requires. Likewise with the shop.

They will know customers by name, and know what they like and dislike, and establish and maintain great relationships with them. Although there is computer work, this is not a role where you are sat at a desk for your shift, but rather one that requires you to be up and down, picking orders, in and out of the shop, store room and warehouse, and physically dispatch all delivery runs.

There will also be day-to-day office admin, banking, petty cash, filing, database maintenance, and updating of products and pricing on our online shop.

Multi-taskers only need apply.

Attention to detail, a good memory for detail, and list-makers all welcome qualities.

The job will entail working Monday 9 – 5, Tuesday to Friday, 7am to 3pm  
Start rate is £8/hr leading to £9/hr when fully trained

We are a small team, and so are looking for the right hard-working character to join us, someone who gets satisfaction from doing a job well, who learns fast and thinks for themselves, who can fit in to our fantastic team.

If you are interested and would like to apply, please contact Lucy Watson on 01570 423099, or email [lucy@watsonandpratts.co.uk](mailto:lucy@watsonandpratts.co.uk), or pop into our shop on the industrial estate in Lampeter and pick up an application form.  
Unit 23, Lampeter Industrial Estate, Tregaron Road, SA48 8LT

[www.watsonandpratts.co.uk](http://www.watsonandpratts.co.uk)