
JOB DESCRIPTION

Office Administrator (Permanent - Position)

Hours: Full Time

Worktime: 5 days per week, we can be flexible

Pay: Negotiable

Closing date: 5pm on Friday 24/11/2023

Email: peter@midulster.co.uk

Main Duties: *(include but are not limited to)*

- Various tasks as required to assist in the smooth running of a busy office.
- Answering phone.
- Dealing with customer enquiries and generating sales
- Staff queries.
- Checking off invoices and booking stock on to EPOS system.
- Updating stock prices etc. on EPOS system as required.
- Stocktaking duties.
- Filing and drafting staff rotas.
- Review end of day till reports and investigate any discrepancies that may have occurred.
- E-commerce website – assisting with website administration: processing orders and the updating of the site e.g. stock adjustment, adding new products. Full training provided.
- May be required to work in other areas of the centre when needed.
- Induction will include a period of time spent working in the shop at the checkout with relevant duties.

Qualifications / Experience:

- GCSE Maths and English Grade A-C or equivalent essential.
- Experience of working in an office environment preferably retail using an EPOS system.
- Must have a pleasant and friendly manner.
- Team-oriented personality, successful candidate will be working within a small team.
- Have excellent customer service skills.
- Able to work well under pressure and on own initiative.
- Must be detail orientated as accuracy is required to maintain correct stock levels on EPOS system and carry out stock taking duties etc.
- Must have experience of using Microsoft office suite, especially Excel.

Other Information:

Wages will be paid monthly via BACS. Candidates will be required to work Sat but will have set day off during week. May have to cover holidays etc. from time to time so flexibility essential.

How to Apply:

Complete the application form and either email it back to peter@midulster.co.uk / leave in with us in person or mail it to us here at the Mid Ulster Garden Centre, 35A Station Road, Maghera, BT46 5BS by 5pm on 02/10/2020

Application for employment

Opportunity applied for: _____

Personal details

Title: _____

First name: _____

Surname: _____ NI number: _____

Address: _____ Post code: _____

Telephone: _____ Mobile phone: _____

E-Mail: _____

Education

College	Level, subject & grade	Year

Present employment

Name & address of present employer: _____

Date appointed: _____

Present salary: _____

Job title: _____

Duties of present post: _____

Reason for leaving: _____

Employment history

List all previous employment starting with your most recent post.

Start/end date	Employer name & address	Position

Experience

Please write about relevant job related training and experience that would make you a strong addition to our team. You may include experience gained outside the workplace.

Why do you wish to work for Mid Ulster Garden Centre?

Medical history

Please provide brief details and dates of any periods of sickness over the past two years.

Do you have a medical condition which may affect your performance in the job? If yes, please give details.

Prosecutions

Have you ever been convicted of a criminal offence which is not 'spent' under the provisions of the Rehabilitation of Offenders (NI) Order 1978? (N.B. Motor offences and road traffic offences).

If yes, please provide full details. Note: failure to disclose such information could result in dismissal.

References

Please provide names and addresses of three people (not related to you) from whom character references may be sought. The first two references must be your two most recent employers. Candidates applying for their first job should give the name and address of their head teacher or a lecturer.

Name	Telephone:	Position

Declaration

I hereby declare that to the best of my knowledge the above information is true and accurate.

Signed: _____

Print name: _____

Date: _____

Note: A candidate found to have knowingly given false information, or to have willfully suppressed any material fact, may be liable to disqualification or, if appointed, to dismissal.

Please complete and return to:

**Peter Bradley
Mid Ulster Garden Centre
35A Station Road
Maghera
BT46 5BS**

Alternatively you can email your completed application forms to:

peter@midulster.co.uk