

Office Administrator

We are a leading manufacturer of innovative and effective feed supplements and external applications for horses, pets and people based in Southwater, West Sussex. A fantastic opportunity has arisen for an Office Administrator to join our busy team. This is an exciting opportunity for a hard-working and driven individual.

We are looking for someone who is computer literate with an excellent telephone manner, who works well in a team but can action tasks independently if required. This role would suit someone that is looking for a varied role and can be flexible.

Your responsibilities will be varied but will include:

- General administration duties
- Answering the telephone and dealing with customer enquiries
- Dealing with customer enquiries on email
- Taking orders on Sage 200
- Following up queries on website orders
- Assisting with compliance for international export orders

The successful candidate will ideally have:

- Excellent customer service skills and phone manner
- Sage 200 or similar experience would be useful
- Computer literacy and experience with using Outlook, Word and Excel
- Some import/export experience ideal but not essential
- The ability to multi-task and step in to help in other departments when required is essential.

Holiday: 21 days plus Bank holidays

Pension: Pension scheme

Salary: Competitive

This role will be based in Horsham, West Sussex on a full-time contract.

Application deadline: 30th April 2024