

Job description

We are looking for someone who has strong office experience. Experience with Microsoft office systems such as Outlook, Word and Excel is essential, and experience with Concur, Sage and Coupa would be greatly desirable.

We are looking for 15 hours per week. Days/Hours can be discussed.

About us:

Since 1991, we've been passionate about bringing venues and offices to life with the power of plants.

Our team of horticultural experts create and install interior and exterior seasonal or permanent plant displays, window boxes and hanging baskets for clients across the UK.

We offer a professional, personal service backed up by 30 years of experience in the industry.

Our bespoke plant installations help business owners make their staff and customers happy all year round.

We believe in creating a welcoming and relaxing atmosphere in the workplace so that we all enjoy our time at work.

Join our existing, experienced team members in this varied and interesting role.

We are not on a bus route so you will need your own transport to get here.

We are also a non-smoking business.

Roles and Responsibilities (Not Exhaustive)

OFFICE ADMIN

- Photocopying, ordering, filing, etc.
- Dealing with inbound/outbound Mail in a professional manner
- Taking telephone calls in the office in a professional manner
- Taking and passing on accurate messages
- Keeping office clean & tidy
- Reporting to management on outstanding issues
- Banking money and cheques
- Creating various orders

- Arranging company events
- Complaint management
- Chasing outstanding money from clients
- Accepting and sorting deliveries
- Checking answerphone
- Stationery and kitchen stock take/orders
- Booking staff travel

PERSONNEL

- Spreadsheet work
- Managing holiday process for the business
- Maintaining staff personal records
- Various other personnel work

CONTRACT MANAGEMENT

- Workflow (Job) management through internal system
- Adding new clients to internal database
- Chasing agreements
- Managing sales quotes
- Setting up appointments for partners
- Creating and tracking job sheets
- Creating and tracking quality control Reports
- Arranging permits and access to client sites

FINANCIAL

Key Task - Debt Management – telephoning, sending copy invoices, sending first and second letter, reporting to management, entering payments

- Entering purchase invoices, credit notes and chasing purchase orders
- Filing invoices & statements

- Setting up purchase and sales accounts
- Producing sales invoices
- Submitting invoices on various portals (Concur and Coupa)
- Paying invoices

VEHICLE

- Fuel card/MOT/Servicing management
- Supporting operations manager with vehicle management

SAFETY

- Dealing with health and safety reports
- Annual site questionnaires
- Public liability documents

Job Types: Part-time, Permanent

Pay: £11.50 per hour

Expected hours: 15 per week

Benefits:

- Casual dress
- Company events
- Company pension
- Free parking
- On-site parking

Schedule:

- Monday to Friday

Application question(s):

- Can you get here with your own transport - there is no public transport?
- We are a no smoking business because of our green culture - if this does not suit your lifestyle choices, then this may not be the job for you? Please confirm that you have read this statement.