



Job title: Office Assistant

Employer name: Frogheath Landscapes

Address: Willingford Lane
Burwash Weald
East Sussex
TN19 7HR

Contact: Sam Juniper E: info@frogheath.co.uk T: 01435 883516

Vacancy details: Frogheath Landscapes is looking for a part time Office/Admin Assistant to join the office team at their small, friendly garden landscaping company based in rural Sussex.

The purpose of the role is to work alongside the Project Co-ordinator and existing office team to provide an efficient administrative service in this busy office, ensuring a high-quality service to customers and staff to enable the smooth workflow of the business.

MAIN DUTIES:

- Answering phone calls, message taking and responding to emails from clients, suppliers and staff.
- Arranging site visits for staff and diary management.
- Carrying out the purchasing and monitoring of goods and services for any of our projects, including bulk purchase of yard materials, office and first aid supplies.
- Assisting Project Coordinator with communicating with site staff and answering any queries
- Liaison between ourselves and suppliers, costing purchases, maintaining inventories and monitoring price changes.
- Maintaining customer files and checking staff timesheets.
- Diary management for the Managing Director.
- Purchasing and monitoring of PPE, staff uniform and tools
- Vehicle tracking, organise and oversee service and MOT schedules, monthly uploading of tacho information for 7.5 tonne lorry.
- Machinery - organise and oversee maintenance schedules
- Regular updating and use of computerised systems, including update databases to ensure extraction of accurate reports
- Regular office administrative duties including printing, filing, archiving and photocopying
- Holiday/absence cover for other office-based staff including the Tracking Coordinator
- Other administrative duties as required
- Ensuring equality of opportunity and awareness of diversity in the workplace.

THE IDEAL CANDIDATE WILL BE/HAVE:

- Honest, reliable and a good time-keeper.
- Good common sense and a sense of humour
- Experience of being a team player
- Academically competent in English & Maths
- Strong, clear communication skills, both written and verbal.

- Ability to record information accurately is essential
- Good organisational abilities
- Good Customer Service skills
- Strong computer skills, proficient in MS Office software (Word, Excel, PowerPoint, Outlook) and preferably have some experience of accounting and estimating software.
- Full driving license and own transport or live within commutable distance from Burwash Weald.
- Experience of construction and landscaping industry is desirable.

References will be required and taken up

Job Type	Part time – 20 hour per week
Working hours	Monday to Friday – times and days to be arranged with successful candidate
Work location	In person at our office in Burwash Weald
Pay	£12.50 per hour
Benefits	Company pension, On-site parking, Private medical insurance
How to apply	Send your CV with a covering letter explaining why you would like to join the Frogheath Landscapes team to info@frogheath.co.uk or Frogheath Landscapes, Willingford Lane, Burwash Weald, East Sussex TN19 7HR