

EMPLOYEE SPECIFICATION – ADMINISTRATION ASSISTANT

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> Working as part of a team Working in an office environment General administration tasks Communication with customers and suppliers by phone and email 	<ul style="list-style-type: none"> Working in the horticultural industry
Qualifications		
Skills and abilities	<ul style="list-style-type: none"> Effective communication skills to liaise with customers and internal colleagues Ability to meet deadlines Ability to work on own initiative with little supervision Effective interpersonal skills Ability to obtain, assimilate and transfer information quickly and accurately Ability to work to agreed targets Ability to use Microsoft office - word, excel, outlook Problem solving 	<ul style="list-style-type: none"> In SAP Business one Ability to touch type
Knowledge	<ul style="list-style-type: none"> Awareness of equality issues Awareness of basic health and safety 	
Others	<ul style="list-style-type: none"> Able to work outside normal office hours as necessary, including Saturday morning if required A willingness to participate in further learning opportunities 	



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Directors

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GD Richardson Managing Director
IP Richardson Managing Director
AJ Richardson Managing Director
D Thompson Non Exec

