

Job Description

Title: Administration Assistant

Reports to: Operations Manager

Responsible for: No direct reports

Job Purpose: Provide a general administration service to the Operations department.

Key Responsibilities and Accountabilities:

1. General administration
2. Customer Service
3. Health and Safety
4. General

1. General Administration

Process sales orders, purchase orders and other related tasks.

Liaise with customers and suppliers as required.

Manage and maintain filing systems.

Answer the telephone and transfer calls to the most appropriate person.

Carry out general administration tasks within the company, assisting in other departments where necessary.

2. Customer Services

Assist with queries and help to resolve problems as required.



Johnsons of Whixley Ltd

The Nurseries, Whixley, York YO26 8AQ

t. 01423 330 234 f. 01423 331 085

info@nurserymen.co.uk

Company registration England: 00616324

VAT registration number: GB 168967593

www.nurserymen.co.uk

Directors

JM Richardson Chairman

GD Richardson Managing Director

IP Richardson Managing Director

AJ Richardson Managing Director

D Thompson Non Exec



3. Health and Safety

Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.

4. General

Contribute to continuous improvement of processes within the company.

Participate in other duties as and when required.

Comply with all policies and procedures within the company.

Carry out all duties with regard to and ensuring equal opportunity.

Work with all employees within the company in the fulfillment of our aims.

-ENDS-

This job description is a general guide to the duties you will be expected to carry out. Flexibility is required to ensure that the needs of the business are met.



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