



Maelor Forest Nurseries Limited is located at Fields Farm, Bronington on the Welsh Borders. The nursery is part of the BSW Timber Group Limited and produces an extensive range of commercial forestry and native broadleaf species, marketing approximately 30 million trees a year to customers throughout the UK and Europe.

Maelor Forest Nurseries Ltd are looking to recruit a **Sales Admin Assistant** to join our expanding team at our site near Whitchurch, Shropshire.

Full time - 37.5 hours per week, Monday to Friday 9.00am – 5.00pm.

Working closely with another Sales Admin Assistant & the Sales and Quality Manager, this role will include general administrative duties such as:

- Order & invoice processing
- Dealing with customers
- Scheduling deliveries
- Answering phones, emails and post
- Take card payments
- Reception duties – greeting visitors
- Accept deliveries
- Filing paperwork
- General office support & assist other departments when required

The successful candidate will:

- Work well in a busy team environment
- Have excellent organisational skills
- Have an excellent telephone manner
- Work with accuracy and have a great eye for detail
- Be computer literate with experience using Microsoft Word, Excel and Outlook

Experience in a similar role is essential and full training on our system and processes will be provided. Minimum of one year's administration experience required.

In return, we offer an attractive salary, plus first-class opportunities for personal and career development.

To apply, email your CV and cover letter to [jhoskins@maelor.co.uk](mailto:jhoskins@maelor.co.uk) specifying the role that you are applying for.

Closing date: Friday 18<sup>th</sup> September 2020.

The Company's Job Applicant Privacy Notice is available on our website.