



New Vacancy Offer 2018

Ref: vacancy0218

Admin Assistant, Shadwell, Norfolk.

Trading since 2006, SoulPad Ltd. has fast become the leading manufacturer and supplier of bell tents and accessories within the UK. SoulPad is an interesting and diverse business with a strong brand presence.

Following a recent reorganisation and the set-up of new offices in Australia and the USA, we wish to recruit a suitably-qualified Admin Assistant to assist our Admin Manager with the day-to-day running of our UK business.

Outline Job Description:

Reporting to the Admin Manager, The Admin. Assistant's role covers a wide range of responsibilities.

Based at the SoulPad offices in Shadwell, Norfolk, the right person will be front-office based.

Duties will include; face to face contact with customers, handling incoming calls, booking showroom appointments, fielding enquiries from the public, processing returns, processing orders, liaising with suppliers, couriers and our warehouse.

The candidate will be expected to open and man the SoulPad offices and showroom alone on occasions.

Being part of a small team the candidate has the opportunity to get involved and excel in many different areas of our business, depending on their skill set. For example; Marketing (social media, competition design, sales), Testing (records updates), Trade Fairs, Artwork (design, print), Website (articles, news, product updates, photography).

Skills:

The candidate should have experience with Microsoft Excel and Word and in dealing with the public both by telephone and in person. A friendly and helpful manner will be required.

The candidate will need to be flexible, adaptable, show common sense and initiative, be willing to learn new skills and able to work well under pressure.

Interests:

An interest in camping and the outdoors is preferred but not essential.

Qualifications:

A minimum of two A-levels grade C or above (or equivalent).

Must have Maths and English Language to GCSE level grade C or above (or equivalent).

A Marketing/Media qualification is desirable but not essential.

The candidate will be required to drive on occasions so should hold a full UK driving license with no more than 3 penalty points.

Hours:

Hours are negotiable but ideally we are looking for 22.5 hours per week minimum, working 09:30 – 14:00, Mon – Thurs during Oct-Mar incl. and 09:30 – 14:00, Mon – Fri Apr-Sep incl, with 30 mins included for lunch.

During busier months (April – September inclusive) there are opportunities for over-time. During quieter months (October – March inclusive) there are opportunities for unpaid annual leave if so required.

1-3 hours of work may be required on Saturdays from time-to-time during the busier months (April – September inclusive).

Pay:

To be paid monthly in arrears.

Salary:

The salary is based on full time hours of 35 hours a week pro rata. The salary will be between £16,000 – £17,500 gross per annum depending on experience and suitability.

Holiday:

28 days holiday per annum including public holidays with 5 of the holiday days to be taken over the Christmas period, at the Director's discretion. One day holiday will be accrued for every two years of employment, with a maximum entitlement of 32 days holiday.

Holidays of more than one week should not be taken during peak season from April to September inclusive.

Further information:

We offer the opportunity for the right person to develop a career in one of the most dynamic and forward-thinking companies in the glamping industry today. Being part of a small and inclusive team will mean the right person will become involved in many varied tasks.

In the longer term and as our business grows.

Closing Date For Applications:

15/03/2018

Please apply in writing in the first instance and include a copy of your up-to- date CV (limited to 2 pages of A4) to the following email address: vacancy0218@soulpad.co.uk or by post to:-

Vacancy0218

SoulPad Ltd

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