

11/07/17 – Japanese Knotweed Ltd - Administrator.

We specialise in the control and eradication of Japanese Knotweed throughout the UK.

We are currently recruiting for an **Administrator** in our **Romsey office near Southampton**

The role will involve:

- Working as part of the office based **surveying team**, primarily involved with residential and commercial herbicide Knotweed Management Plans (KMPs)
- Preparing KMPs and other quote/contract documents for knotweed treatment, excavations and exploratory digs
- Preparing drawings and orders to hand over to the operations team
- Updating various logs and client folders and records on internal systems and cloud servers
- Answering client calls and emails
- *From time to time – assist with co-ordinating and arranging the survey/treatment visits for our surveyors using excel spreadsheets, Mymaps and Google maps and populating the Surveyor's diaries on our cloud based system, Asana.*
- General administration duties

Skills and qualifications preferred:

- Excellent administrative skills are essential, as are strong written and verbal communication skills
- Excellent IT skills are essential, particularly in Microsoft Office 2010 Excel, Word and Outlook
- A confident and articulate telephone manner
- Strong organisational skills
- Knowledge of cloud based technology and shared diary systems would be an advantage

The employment – This is a full time position.

The working days and hours:

May to October - Mon to Thurs 8:00am to 5:30pm and Fri 8:00am to 4:30pm.

Nov to April - Mon to Fri 8:00am to 4:30pm, with alternate Fridays off

There is a 30 minute unpaid lunch break during these hours.

Holiday:

The holiday entitlement is **23 days plus bank holidays**:-

13 days – during May to October (3 days taken at the end of Aug).

10 days - during November to April (4 days taken during the Christmas holiday period).

8 days - Bank holidays

We also operate a holiday buy back scheme. Up to 17 additional holiday days (subject to management agreement) can be bought back and taken during the winter holiday period.

If you are interested in this position please email your CV and covering letter to HR@knotweed.co.uk