

11/02/17 – Japanese Knotweed Ltd - Administrator.

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

We are currently recruiting for an **Administrator** (band 1) in office based in **Eastcote London**

### The role:-

- Working in the operational department involved with the management of residential and commercial herbicide Knotweed Management Plans.
- Arranging the treatment visits for the Area Technicians using excel spreadsheets, Mymaps and Google maps.
- Populating the Area Technicians diaries on cloud based Asana.
- Dealing with clients by phone and email to arrange visits.
- Updating the records on internal server and in the cloud such as Sharepoint
- Communicating by phone and email with Area Technicians and clients about their queries.
- Booking accommodation from time to time.
- General administration duties and answering the telephone.

### Skills and qualifications required.

- Excellent IT skills preferably with a knowledge of cloud based technology.
- Microsoft Office 2010: Excel and Word.
- Microsoft Office 2010: Outlook (Email management)
- Good on the telephone with a confident and articulate phone manner.
- Strong organisational skills.
- Excellent in written and verbal communication.

**The employment** – The employment is a full time position.

**The work days and times** – The work days are Monday to Friday. The hours of work are **8.30am to 5.00pm** with half an hour lunch break.

**Holiday** – The holiday entitlement is 23 days leave **plus 8** bank holidays. Taken as follows:-

10 days - **Summer holiday period** – taken during May to October

4 days - **Christmas holiday period.**

9 days - **Winter holiday period** – taken during November to April

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 to [HR@knotweed.co.uk](mailto:HR@knotweed.co.uk)