

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 2) in office based in **Romsey near Southampton**

The role:-

- Working as part of the office based **surveying team**, primarily involved with residential and commercial herbicide Knotweed Management Plans..
- Co-ordinating and arranging the survey/treatment visits for the surveyors using excel spreadsheets, Mymaps and Google maps.
- Populating the Surveyor diaries on cloud based Asana.
- Preparing KMP and other quote/contract documents for knotweed treatment/excavations/exploratory digs.
- Preparing drawings, orders and handing over the work to the operations team.
- Logging and or updating various logs and client folders/records on internal and cloud servers.
- Answering client calls and emails.
- General administration duties

Skills and qualifications preferred.

- Excellent IT skills preferably with knowledge of cloud based technology and shared diary systems.
- 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 with administration and written and verbal communication.

The employment – The employment is a full time position.

The work days and times –

May to October (6 months) –Monday to Friday - 8.00 am to 6.00pm with half an hour lunch break.

Nov to April (6 months) - Monday to Friday - 8.30am to 5.00pm half hour lunch. **1 day off per week to be pre-determined and agreed by the line manager.**

Holiday - The holiday entitlement is 21 days leave **plus** 8 bank holidays. Taken as follows:-

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

4 days - **Christmas holiday period.**

7 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