

15/02/2017 – Admin support to MD

Japanese Knotweed Ltd specialise in the control and removal of Japanese knotweed. We provide chemical treatment and immediate excavation options. We operate throughout the UK. Typical clients include; property developers, construction companies, large corporate organisations, local authorities, private home owners and housing associations.

We are currently recruiting for an Admin support to the Managing Director based in our **Romsey office near Southampton**

You will work closely with the Managing Director, to provide administrative support and in particular HR administration. You will also be expected to handle the work efficiently in the Directors absence. Discretion and confidentiality are essential attributes for this position. Candidates must be brilliant at administration, numerically astute, self-motivated and good forward planners.

The role:

Support to the Director as follows:-

- . Screening phone calls, enquiries and requests, and handling them when appropriate;
- . Provide admin support with the day to day business activities.
- . Dealing with incoming email, some corresponding on behalf of the Director;

HR and Personnel as follows:-

- Recruitment advertising and liaising with outside agencies.
- Corresponding with job applicants.
- Prepare and send employment offer documentation.
- Maintain Personnel Record Files.
- Record and maintain staff holiday records.
- Staff appraisal recording and scheduling.

Skills and qualifications required.

- Five years experience in a similar role.
- Excellent on the telephone with a confident and articulate phone manner.
- Excellent with administration, written and verbal communication.
- Good IT skills with a knowledge of cloud based technology.
- Microsoft Office 2010: Excel, Word and Outlook (Email management)
- GCSE English and mathematics (or equivalent).

Ideally the candidate will have a Diploma/Degree or similar qualification in secretarial studies or business management. However applications without will be accepted as we are particularly interested in personal qualities, experience and general office skills and consider these as more important.

The employment:

The position is permanent **part time** (20 hours per week) - Monday to Thursday 9.30 am to 3.00 pm. (half hr lunch)

The pro rata holiday entitlement is **18 days** (90 hours) plus all - **Bank holidays** where applicable.

8 days (40hrs) - **Summer holiday period** – taken during May to October

4 days (20hrs) - **Christmas holiday period.**

6 days (30 hrs) – Winter holiday period – taken during November to April

We also operate a holiday buy back scheme. The number of additional days will be subject to management agreement and can be bought back and only be taken during the winter holiday period.

If you are interested in this position please email simon@knotweed.co.uk