

### 28/11/17 – Japanese Knotweed Ltd - Administrator.

In the UK, **Japanese Knotweed Ltd** deliver knotweed remedial and management services to clients in all sectors at over 3,000 locations. With a multi-million pound annual turnover, we provide everything from survey, treatment, excavation and guarantee, enabling our clients to mitigate the problems knotweed causes to their business and properties. We have been at the forefront of the knotweed industry for nearly a decade. We pride ourselves on offering the best service in the industry, and rely on expertise and teamwork to achieve this. **Join our team!**

We are currently recruiting for an **Administrator** to be based in our Romsey offices and support our Surveying Team in delivering great service to our clients.

#### Main responsibilities of the role

- Working as part of our office based **Surveying Team**, you will be primarily involved with the logistical support of our nationwide survey network
- Coordinating and arranging the survey and treatment visits for our surveyors using Excel spreadsheets, Mymaps and Google Maps
- Populating and managing our Surveyor's diaries on Asana, our cloud based system
- Preparing drawings and collating information enabling our surveyors to give fantastic service to our clients
- Updating various logs and client folders and records on internal systems and cloud servers
- Contacting our clients either by telephone or email
- General administration duties

#### Skills required

- 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, with the ability to prioritise effectively
- Knowledge of cloud based technology and shared diary systems would be an advantage

#### Hours

This is a full time role, working an average of 40 hours per week; the working days will be Monday through to Friday with working hours that change with the seasons, as below:

**Summer** - May to October - 8:00am to 5:00pm

**Winter** - November to April - 8.30am to 4.30pm

#### Holiday

You will receive **23 days holiday entitlement**, plus bank holidays.

If you are interested in this position please email your CV and covering letter to [HR@knotweed.co.uk](mailto:HR@knotweed.co.uk)