



A fantastic opportunity has arisen for an **Admin Assistant** to join the team at Fodder based in Harrogate!

Job title: **Admin Assistant**

Location: Great Yorkshire Showground, Harrogate

Salary: Competitive + Benefits

Hours of Work: 40 hour week working 5 out of the 7 operational days of the week (usually Monday to Friday) with additional hours as an essential feature of this role. The hours will be 10.00am to 6.30pm (with half an hour for lunch) as this position helps with cashing up.

Fodder, is run by The Yorkshire Agricultural Society (a registered charity which is best known for running the annual Great Yorkshire Show) to promote and sell the best food and drink from Yorkshire to support farmers and producers and make local food easily accessible.

As our **Admin Assistant** you will efficiently manage all the administration tasks involved in running Fodder. This is an office based job and requires someone with fantastic organisational skills, meticulous attention to detail, good customer service skills and the ability to keep a small office tidy!

Whilst working with the other **Admin Assistant** in covering the full range of Admin tasks in the Office effectively, your job will be to:

- Undertake cashing up tasks
- Process most orders for Fodder and ensure Eureka (stock based system) is kept up to date
- Be the lead on regular stock takes
- Manage the administration of charity requests
- Be the main point of contact in Fodder for all Accounts queries
- Upload loyalty card applications
- Order Stationery and control stocks of packaging/till rolls, disposables, cleaning products etc.
- Manage ticket sales for all Fodder events and manage all on-line orders
- To provide any other help that is required in either the office or the public areas of Fodder
- Compile reports for the accounts dept. of monthly accruals of products received but not yet invoiced
- Manage the information on the staff notice board
- Answer telephone calls and deal with incoming and outgoing post and emails
- Liaise with YAS Receptionists and Chefs regarding providing lunch for conferences in RAC

- Manage all Fodder customer enquiries and special orders
- Manage and organise regularly any ad-hoc maintenance jobs
- Organise managers rota (liaise with managers)
- Undertake any other appropriate duties which may be added from time to time

Admin Assistant - About you:

To work effectively within the Fodder team you must:

- Be competent on Excel and Word and have good understanding of these packages training will be given in Eureka software
- Be efficient and organised and be able to work under pressure and also have the ability to plan ahead
- Be able to communicate clearly and concisely
- Be able to handle cash accurately
- Have good written and oral communication skills are crucial. Good customer service skills are vital to deal with customers both over the phone and via email and deal with questions from senior managers, customers and the general public
- Be able to manage multiple tasks with enthusiasm and judge what the key priorities are on an hourly/daily/weekly basis
- Be able to cope with interruptions and still focus on the tasks that need completing
- Be a great team player
- Have fantastic attention to detail
- Be able to keep confidential information confidential

Admin Assistant – Benefits:

- 34 days holiday – including bank holidays
- 12% employer contribution to pension scheme
- Subsidised private healthcare scheme and
- Life assurance of x4 annual salary

If you are interested in this exciting **Admin Assistant** opportunity, please click 'Apply' now!

The **Admin Assistant** role may be relevant if you have previously worked as a Receptionist, Sales Assistant, Administrator, Secretary, Personal Assistant, Administrative Assistant, Office Assistant, Accounts Assistant, Admin Assistant, Office Administrator or an Administrator Assistant.