



Job Description

Creating smiles through Food, Farming and Family

PASSIONATE



PEOPLE FOCUSED



AMBITIOUS



HONEST



Job Title: Business Administrator
Hours: 35 - 40 hours
Reports to: Owner
Date: January 2025

Role purpose:

- To oversee the administrative activities that facilitate the smooth running of the office, information and other resources across all businesses.
- Understands the need for confidentiality and professionalism and is comfortable with supporting across all businesses.
- Lead on compliance and ESG activities.

You will be responsible for:

- Be the first point of contact for all enquiries via post, telephone, emails and in person
- Ensure the smooth running of the office including the ordering of stationery, IT equipment and keeping the office clean and tidy
- Support with preparing and responding to online orders
- Managing petty cash and other financial tasks
- Supporting the owners of the business with any key tasks they may require
- Responsible for monitoring health and safety, including COSHH and PAT testing, and working alongside our H&S consultants to ensure compliance within the businesses.
- Maintaining first aid boxes, and ensuring posters are up to date and visible.
- Manage the administration attached to running multiple businesses.
- Oversee supplier contracts, licensing and compliance management.
- Help establish and maintain office procedures.
- Oversee and ensure compliance in relation to GDPR and managing Cyber Security.
- Take a lead on our ESG policies
- Support with the coordination and management of customer feedback
- Manage the administration of internal / external events.
- Ensure the compliance in relation to SALSA and preparing for the annual audit.
- Lead with delivering Charity and Community initiatives.
- Manage the ordering within our Amazon account.
- Manage the administration attached to our holiday cottages
- Support with the administration to do with our website and online orders
- Admin support to the management team when required.
- Take responsibility for the team area

GOATSHED



What you will need to know, knowledge, Skills, Qualifications and Experience:

- Excellent organisational and time-management skills
- Knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and other commonly used office packages
- Strong IT skills
- The ability to prioritise tasks and work under pressure
- Good teamworking skills
- Excellent interpersonal, oral and written communication skills, with the ability to converse at all levels
- Attention to detail and a high level of accuracy
- Flexibility and adaptability to changing workloads
- A problem-solving and adaptable approach to work
- Project management skills
- An understanding of finance and numbers

Essential / Desirable

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What we need from you:

- Ability to work as part of a wider team
- Personable, friendly and welcoming
- Highly organised
- High levels of accuracy and attention to detail
- Self-motivated and adaptable
- Problem solver, able to think on your feet
- Flexible, adaptable, can-do attitude
- Interested in learning new skills and continuous improvement
- Trustworthy
- Strong communicator
- Results focused and strong desire to meet customer and owner expectations
- Work within The Goat Shed's Values, Procedures & Policies

Essential / Desirable

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Other

The above are the principle tasks and responsibilities of the post at the present time. However, this is not an exhaustive list and other duties may be required now or at a future date in order to comply with the operational demands of the business. In addition, it is expected that the job holder will undertake any reasonable additional tasks within the scope of the post as requested by their Manager.

Job Description Agreement

Team Member name:

Team Member signature:

Date:

Manager signature:

Date:

