



PRIORY FARM
ESTATE

JOB OPPORTUNITY

Office Assistant

Part Time / Permanent

Nestled within the beautiful Surrey Hills and yet only 35 mins from London Bridge by train, Priory Farm Estate, a family run business founded by the Shinnars in 1957, established itself originally as a working farm and key backbone of the local community.

Today, nearly 65 years later, we have created a bustling rural hub consisting of our award-winning farm shop, gift barn, family adventure trail, fishing lakes, seasonal pumpkin picking, event venue and newly renovated extension and state-of-the-art Butchery. The site welcomes some half a million customers each year who appreciate the excellent service and quality we guarantee.

Why choose us:

- We pride ourselves on quality; winning numerous awards for our local, free-range and ethically raised produce
- Our loyal customers are at the heart of everything we do
- Our emphasis is on sustainability, and we have a passion for preserving our environment
- We are ambitious whilst still promoting a friendly and supportive atmosphere
- Committed to long-term growth, we position our management teams for success
- We invest in our staff, offering great benefits and career development
- The numbers speak for themselves - 30% of our team have been with us for 8 years +
- Our vision is clear - to make Priory Farm the leading independent food retailer in the South of England

Visit our website to apply
www.PrioryFarm.co.uk

Key responsibilities:
(Including but not limited to)

- Keep office operations running smoothly in an organised and efficient manner
- Provide administrative support in a variety of functions to the Directors, General Manager, HR Manager and Senior Finance
- Develop and maintain a broad knowledge and understanding of the company's operations and business objectives
- Manage day-to-day office operations including data entry, ordering of supplies, responding to email and phone enquiries, filing and scanning
- Basic accounts administration, including record keeping, following up unpaid invoices and reconciling credit card statements
- Handling and counting of coins and cash

Our ideal candidate:

- Thrive in a fast-paced environment with the means to adapt to change quickly
- Able to create and maintain order, and proactively seek constant improvement
- Highly developed attention to detail
- Clear, confident communicator with friendly phone manner who understands how to approach different customer interactions
- Self-motivated. Able to work with minimal supervision in a tidy, methodical manner while keeping to deadlines
- Excellent general computer/email literacy, using MS Outlook, Word, Excel and Access
- Basic bookkeeping experience would be beneficial
- Experience using Xero Accounting software would be beneficial

What's in it for you:

- Competitive rates, based on experience
- Annual pay review
- 29 days annual leave (to be taken during seasonal low periods)
- 20% Staff discount card (after 1 month's employment)
- Chance to train, develop and progress
- Staff room with free tea and coffee facilities
- Staff uniform provided
- Free entry to the Discovery Walk for you and your family
- Discount on Event Venue hire

Hours of work:

- Part Time hours available
- We are happy to explore various working patterns as part of your application
- Closed Christmas Day, Boxing Day and New Year's Day

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