Administrative Assistant

A fantastic opportunity has arisen for an Administrative Assistant to join the team here at **Brownings the Bakers.**

Established in 1945 by the Grandparents of current Managing Director John Gall, we are an Award-Winning family run business based in Kilmarnock, handcrafting products from our purpose built bakery and savoury factories.

The business has seen considerable expansion over the last few years and currently employs around 200 employees across our site in Bonnyton Industrial Estate and our 6 retails shops.

We are looking for an Administrative Assistant to join our busy front office team. The role is fast paced, multi -faceted and integral to the Brownings operation. Duties include dealing with customer queries on the telephone and via email, processing orders, invoicing and supporting the admin functions across all internal departments.

We are a rapidly growing business and as such require hard-working, committed personnel to help us grow and develop our administration functions and processes.

Required Skills/Abilities:

- A good working knowledge of MS Excel, Word and Outlook. Knowledge of Sage Accounts would also be an advantage. In-house training will be given on our various customised software programmes
- A confident telephone manner and strong customer service skills
- An ability to self-motivate, troubleshoot, multi-task and prioritise workloads whilst working to tight deadlines
- Exceptional attention to detail and accuracy along with competent keyboard skills
- Excellent communication and interactive skills as well as the ability to work on your own initiative or as part of a team

Job Types: Full-time, Permanent

Salary: From £12 per hour

Benefits:

- Competitive Salary
- Full training and a friendly, collaborative working environment
- Career progression opportunities
- Company pension

- Discounted or free food
- Employee discount
- Free parking
- Other

Schedule:

- Monday to Friday 8am to 4pm
- Weekend availability
- Other

Work Location: One location