

We are recruiting

Part Time Office Administrator

Yeomans is a specialist, full service, marketing and fundraising Agency, providing innovative, tailored services to help charities achieve their goals of raising income and awareness. The Yeomans team care passionately about making a difference to our clients and their beneficiaries.

Yeomans Services Include

Consultancy, Strategic Campaign Planning, Creative, Design, Branding, Copywriting, Data Management, Website Development, Video, Social and Cross Media Marketing, Print, Mailing & Fulfilment.

We are seeking an experienced Office Administrator to work part time

Overview

This position currently provides administrative and telephone support for 2 of our charity clients and is based at our office in East Peckham. Experience of charity or business CRM would be an advantage and a pleasant, patient telephone manner is essential.

Daily tasks include:

- Opening Mail
- Data Processing
- Banking & Thanking
- Answering incoming telephone calls
- Receiving Telephone Orders
- Processing Web Orders

20 hours per week

10:00 – 14:00 Mon - Fri

Salary

£17940.00 pa pro-rata (40 hours working week)

Benefits

5 weeks holiday pro-rata

Private Medical Insurance after 1 years' service

Please send your covering letter and CV to careers@weareyeomans.co.uk

Closing date 13/10/17

t 01892 839280

e sales@weareyeomans.co.uk

weareyeomans.co.uk

Head Office and Reception: Suite 1 Production: Unit 12
Branbridges Industrial Estate, East Peckham, Kent TN12 5HF

