

## **Production and Administration Assistant**

Green Yurts Ltd are looking for a production assistant to join our growing, vibrant team based in Roxwell near Chelmsford, Essex.

This is a full time, office based position with flexible hours of 40 hours per week, Mon - Fri and remuneration between £25,000 - £29,000 per annum depending on experience.

We are a glamping company established in 2010 and provide luxury pop up accommodation to the events industry. We have a small office based team year round and a large field based crew during the summer season.

We are ideally looking for someone with experience, preferably in a hire/rental industry who: is organised and efficient, can bring their own ideas, can work independently and fits into our young, dynamic team.

### **Main responsibilities will include:**

- Assisting the senior management team with any general administrative tasks
- Assisting project managers with elements of event planning and production
- Liaising with customers and suppliers e.g. collecting quotes, generating invoices and assisting with presentations/tenders.
- Limited record keeping - managing expense receipts, invoices and ensuring all records are kept correctly
- Payroll and accounts payable tasks including paying invoices from suppliers, subcontractors and checking timesheets to pay crew members

### **The qualities we are looking for in a candidate include:**

- IT literacy
- Administration experience
- Good attention to detail and planning skills
- Strong multi-tasking and prioritisation skills
- Well-developed verbal and written communication skills
- Ability to work autonomously, use initiative and be proactive
- Ability to deal with sensitive information confidentially

### **Other benefits include:**

- Free on-site parking
- Casual dress code
- Relaxed but efficient working environment

Applications including C.V. by e-mail to [sam@greenyurts.co.uk](mailto:sam@greenyurts.co.uk)

\*There may be instances where we are unable to provide a ticket to private or corporate events