

***Treefellers Ltd, part of the RSK Group, is seeking a part-time Office Administrator on a permanent basis in Tattenhall, Chester.***

***Hours are 4 x Hours per day anytime between the hours of 09:00 – 15:00 Monday to Friday with optional overtime.***

***Treefellers Ltd is a tree and vegetation management company operating in the rail, utilities, domestic, housing, and construction sectors. Our growth has enabled us to expand and we are now looking to recruit an Office Administrator.***

***Key Responsibilities***

- ***Take calls and messages***
- ***Book travel, accommodation, and training courses***
- ***Complete general administration tasks and support other office employees***
- ***Take telephone calls to book in quotations for our estimators***

***Person Specification***

- ***Innovative, organised, and versatile with a can-do attitude***
- ***Excellent communication and time management***
- ***Willingness to learn, no previous experience is required***
- ***Excellent attention to detail with a pleasant telephone manner.***
- ***Ability to work as a team and also independently.***

***Salary and Benefits***

- ***£11.50 per hour***
- ***Life assurance***
- ***A flexible benefits programme including the option to buy additional holidays, health cash plan and discounted gym membership.***