

**GOODWOOD**

**The Role**

The Home Farm Office Assistant will be part of Home Farm and report to the Home Farm Office Manager.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

To provide an accurate and consistent admin service as required for the smooth running of this pivotal Home Farm Office and will be responsible to Home Farm Office Manager

**Key responsibilities**

* General office duties, including answering the phone, picking up voicemail messages and interacting with internal and external stakeholders
* Processing orders received (phone, click and collect and email) using Excel
* Assist with taking milk orders, completing daily milk sheets and reporting milk requirements to the processing team
* Prepare delivery spreadsheets for drivers
* Generate invoices and delivery notes on Eureka software
* Purchase invoices, daily reporting and filing
* Assisting in shop where needed (may include some Saturdays)
* Placing orders with shop suppliers

**Qualities you will possess**

* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise, organise and multi-task
* Quick learner
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Strong customer service skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Excellent PC skills including Microsoft Office package
* Excellent numeric skills and attention to detail

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Communication & Trust | 2 |
| Taking Personal Responsibility | 1 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 2 |