

**Administrator, Marketing & Operations – Part Time**

**Are YOU up for a challenge in a varied role?**

We are an established, family run manufacturing business serving the farming and forestry sectors, throughout the UK and we are expanding.

**We have the opportunity for an Administrator / Marketing and Operations Team member.**

**Salary up to £28,000 Pro-Rata Dependent on Skills and Experience**

**Permanent Position**

**Easingwold, York, YO61**

This is a part time role and offers;

* Flexibility of location
* Flexibility of hours
* Highly varied across administration, marketing, and operations.

**About the Role**

This role is key to the effective and smooth day to day running of Camfab.

In this wide ranging role your responsibilities will include

* Management of stock control systems and ordering
* Management of purchase ordering systems
* Day to day administration and customer liaison
* Streamlining and implementing improvements to business systems
* Working with director on projects to further business including web-based developments and social media

**Skills and Experience:**

We are a small friendly team who thrive on working together to provide great service and achieve progress and growth together.

**You must have**

* Brilliant organisational skills
* Open and effective communication skills.
* An analytical attention to detail.
* Ability to work efficiently alone as well as in a team environment.
* Enthusiasm and great attitude

**Location:**

This position is based at our workshop near Skelton, York (YO30) and Easingwold, York (YO61) combined with home working.

**How to apply:**

To apply, please send your CV to [info@camfab.co.uk](mailto:info@camfab.co.uk)

If you wish to discuss the role further, please call Julie on 07711 255697