

## APPLICATION FORM Sales Admin Assistant (Part-Time) Sheppy's Cider Ltd

We are looking for a suitable employee for the post of Sales Admin Assistant.

The successful candidate must be an excellent administrator. He/she will also have the following skills and qualities, supported by excellent employer references.

## You must be

Well organised

Self-motivated Reliable

Accurate

A good team member

Conscientious

Versatile

Honest and trustworthy

Discreet

Capable under pressure

Comfortable making decisions

Fully computer literate (including Excel)

## and have:

Flexible approach

Initiative

Boundless energy

**Excellent communication skills** 

Sense of humour

Patience

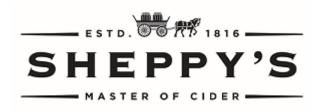
Enthusiasm to learn

Enthusiasm and willingness to adapt to anything will be a huge asset in any candidate.

It is hoped that the post-holder will be in place as soon as possible.

Please complete the following and submit this form, together with your detailed CV to the farm shop, or by post or email to the addresses shown at the end of this form.

Thank you and good luck.



## **SALES ADMIN ASSISTANT (PART-TIME)**

NAME:	D.O.B.			
ADDRESS:				
TELEPHONE NO.	EMAIL:			
Currently in work?	Yes/No			
Self-employed?	Yes/No			
Current employer:				
Able to provide two excellent references?	Yes/No			
Referee No.1	Referee No. 2			
Why have you chosen these referees?				



Please indicate below what level of experience you have in each area of work.

<u>Duties</u>		<u>Level of Experience</u>		
Administration	<u>Considerable</u>	<u>Some</u>	<u>None</u>	
MS Word				
MS Outlook				
Excel				
Design				
SAGE 200				
	ntions/Specialist Training (o	or provide CV)		
	lication to <u>sales@sheppysc</u> rd on Tone, Somerset TA4 1		"FAO MEL TIMMINS	
the purpose of my app	mation given above and in lication for the post of Sales ission to retain this informanthis position.	s Admin Assistant, and	that Sheppy's Cider	
Signed		····		
Dated				