



## **Now Recruiting - Admin Assistant (Veg Box & Wholesale Teams)**

**Start Date:** ASAP

**Responsible for:** A wide range of administration and customer service tasks.

**Hours:** 35h

**Rate of Pay:** £9h, staff discount at a number of locations; employer pension.

**Location:** Locavore Bellahouston, Glasgow

### **About Us:**

We're a not-for-private-profit social enterprise food business which wants to help build more sustainable local food systems which are better for society and our environment.

We currently run a grocery store at 349 Victoria Road on the Southside of Glasgow, grow fruit and vegetables across three sites in and around Glasgow and provide veg boxes to over 800 households per week. We also supply wholesale organic groceries to progressive retailers around the UK and deliver some local produce to other shops, cafes and restaurants.

Our projects include helping new growers get started through our Grow the Growers programme and helping those facing food poverty through our Good Food Fund.

### **Find out more:**

[www.glasgowlocavore.org](http://www.glasgowlocavore.org)

[www.facebook.com/GlasgowLocavore](https://www.facebook.com/GlasgowLocavore)

### **About this role and what we're looking for:**

We're looking for someone with a passion for vegetables to join our team to help grow our veg box and wholesale enterprise.

You'll be joining a team led by the Veg Box & Wholesale Manager and work alongside two others doing similar roles.

Day to day tasks will include administration of the veg box scheme including setting up new customers, changing orders, dealing with email correspondence and talking with customers on the phone. You will also be involved in communicating with growers to place orders and work with our packing team to ensure we fulfil veg box and wholesale orders. The role will also provide some admin support to our Trading team as well as wholesale produce.

We hope the year ahead will be one of significant growth for us so there will also be opportunities to get involved in promoting and marketing what we do and developing the service further.

The ideal candidate will love local organic vegetables and possess a high standard of administration skills which include:

- A good grasp of common software packages.
- Good at dealing with customers on the phone and a knack for friendly, efficient email correspondence.
- Ability to work closely within a small team to coordinate a wide variety of tasks.
- A flexible approach to work which allows you to use your skills to provide support to other sections Locavore.
- Able to juggle with 25kg sacks of oats, ringing telephones and cabbages (metaphorically or actually able to).
- Able to innovate and spot opportunities to improve the way we work.
- Desire to learn new skills.
- Customer focused
- Calm in the face of disaster.

### **How to apply:**

The closing date is 8am on Friday the 16<sup>th</sup> of August with interviews taking place on Tuesday the 20<sup>th</sup>.

Please submit a CV (maximum 2 pages) along with a one page cover letter outlining why you want to work with us and what you think you could bring to the team in terms of experience, skills and ideas.

Applications should be by email to [recruitment@glasgowlocavore.org](mailto:recruitment@glasgowlocavore.org) and the subject heading should be 'Application - Admin Assistant'.

Thanks for your interest!