



## Web Sales Assistant

**Salary:** National Living or Minimum Wage

**Working Hours:** 5 days per week  
including weekends

**Job Type:** Full time, seasonal

---

### Main Activities, Duties and Responsibilities:

- To pack customer orders placed through the webshop efficiently and thoroughly ensuring the items are protected from damage in transit.
- To liaise with the Administration Assistant to ensure that all orders are packed and dispatched in a line with our commitment to customers.
- To maintain a well-organised dispatch area where plants and goods can be stored securely prior to dispatch.
- Ensure all relevant and current health and safety legislation is adhered to.
- Any other duties as may be assigned by the Supervisor or any other Department Manager.

### Requirements:

- The ability to work calmly and effectively against deadlines.
- Well-organised and self-motivated.
- Excellent interpersonal skills.
- Ability to form effective working relationships with colleagues.

