



We have exciting opportunities to join the Parker's Garden Company team. We are an independent, family run business renowned for top quality and service.

## **Delivery Driver / Garden Centre Assistant**

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### **Job Summary**

We are looking for a friendly, efficient delivery driver and general garden centre assistant for our busy garden centre. The role focuses on the timely and efficient delivery of orders to our customers and the receiving of goods from our suppliers being accurate and checked thoroughly.

General yard and garden centre duties.

### **Responsibilities and Duties**

Oversee all outgoing customer deliveries, reviewing delivery schedule and stock to be prepared and ensuring quality standards are adhered to.

Checking and signing in all goods in deliveries.

Yard management duties, to ensure health and safety standards, stock checks are completed and area clean and tidy.

### **Skills and Experience**

- Experience in delivery driving is an advantage, as is a good working knowledge of the local and surrounding areas.
- A good customer manner and adaptability on the job is a must.
- Retail experience is a plus.

### **Licences:**

- Full Clean Driving License (Required)
- Fork Lift Truck (Preferred)

Working hours are variable on a rota basis and will include weekends and the very occasional evening work to accommodate the requirements of the business.



## **Event and Garden Centre Sales Assistant (Part-time - maternity cover)**

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### **Job Summary**

We are looking for an enthusiastic, confident and fun individual to help make our seasonal events for children and adults a fantastic experience for all.

Previous experience is desirable, though more importantly, a passion for working with children is essential.

This position is temporary to cover maternity leave and will commence in June/July 2019.

### **Responsibilities and Duties**

- Assist with the smooth organisation and running of our events.
- Setting up of events.
- Maintain a professional, friendly and welcoming atmosphere.
- Liaising with department team regarding activities and events.
- Assists with other routine administration tasks as and when necessary.
- Undertake such other duties as may reasonably be deemed appropriate from time to time.

### **Skills and Experience**

- Retail experience is a plus.
- Good communication and customer service skills.
- Good standard of English and Maths.
- Smart appearance.

Working hours are variable on a rota basis and will include weekends and the very occasional evening work to accommodate the requirements of the business.

### **HOW TO APPLY:**

Please email your CV to [info@parkersgardencompany.com](mailto:info@parkersgardencompany.com) with a short covering letter detailing the position you are applying for and why you feel you're appropriate for the role.

Alternatively you can post your CV and letter to: Personnel Department, Parker's Garden Company, Frinton Road, Kirby Cross, Frinton-on-Sea, Essex, CO13 0PD.

Application closing date: Monday 15 April 2019.

