

Full Time Administration Assistant x2

Job Reference: PO008

Closing Date: 26th September 2023

Salary: £20,048

Hours: 37 hours per week Monday - Friday

Location: Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG

The Welsh Pony and Cob Society are looking to recruit an individual to join the team of office staff, offering a full-time administration assistant position.

We are seeking an energetic, highly motivated individual, with an eye for detail who is enthusiastic and can work as part of a team.

The ideal candidate would work efficiently to provide administration support for all aspects of the Society and Equine passporting businesses, working within the main office to provide a highly efficient service to the Society and its members.

Alongside general administrative tasks, opening and checking all post arriving at the Society and returning documentation that are incorrect; duties would also involve Judging & Showing event administration and supporting equine passport registrations during busy periods and inputting data onto our case management systems.

The successful candidate will need to be competent in the use of Microsoft Office Packages, the use of Outlook and have strong customer service skills, both face to face, via telephone and in writing, which they can demonstrate throughout their application and later at interview stage as the application is progressed.

An awareness and understanding of GDPR compliance are required, as well as the ability to sometimes work to tight deadlines under pressure.

Further details of the role can be found at [www.wpcs.uk.com](http://www.wpcs.uk.com) under the downloads section.

The candidate should essentially hold a current full UK driving licence.

The ability to converse in Welsh is desirable but not essential for this position.

Only correctly and fully completed application forms will be considered for this position.

Please forward your completed application form to Gemma Bassett-Burr, Office Manager either via email [gemma@wpcs.uk.com](mailto:gemma@wpcs.uk.com) or via post to The Welsh Pony and Cob Society, Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG.