



GOODWOOD

The Role

The Home Farm Office Assistant will be part of Home Farm and report to the Home Farm General Manager

About us

At Goodwood, we celebrate our 300-year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the **"world's leading luxury experience."**

Our Values

The Real Thing

Always be inspired by Goodwood's heritage

Daring Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things even better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

To provide an accurate and consistent admin service as required for the smooth running of this pivotal Home Farm Office and will be responsible to Home Farm General Manager.

Key responsibilities

Wholesale:

- Answer phones, take & pass on messages in an efficient and pleasant manner
- Process wholesale orders received by telephone and email
- Prepare delivery notes and invoices using Eureka
- Assist with processing supplier invoices/delivery notes and filing
- Liaise with Finance to ensure the prompt payment of supplier invoices
- Provide cover for the Shop as and when required
- Assist with ordering of requisites such as kitchen, stationery, and office equipment
- Any other duties as and when required

Farm:

- Provide administration assistance/cover to Home Farm Office during holidays/absence – eg, preparing animal movement licences, processing cheques and other payments received
- Assist with ordering as required for Home Farm by farm staff – eg, feed, fencing, ear tags, staff uniform, etc
- Filing and general office duties as and when required

Qualities you will possess

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| <ul style="list-style-type: none">• Passion for what you do• Positive and friendly with a “can do attitude”• Attention to detail• Ability to prioritise and organise• Proactive | <ul style="list-style-type: none">• Take responsibility for yourself• Confident to make decisions and to stand by them• Good negotiation and influencing skills• Excellent communicator• A sense of fun! |
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What do you need to be successful?

- Excellent PC skills including Microsoft Office package
- Excellent numeric skills and attention to detail
- Previous relevant experience of working and understanding accounts processes and procedures
- Experience with online diary management

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	1
Communication & Trust	2
Taking Personal Responsibility	1
Encouraging Excellence & Commercial Success	1
Working Together	2