

## **So Cosy Administrator**

**So Cosy** is hiring..... if you are or know of a super talented, outstandingly organised and wonderfully friendly office administrator, who would like to work in cosy environment, please email your CV with covering letter to [blankets@socosy.co.uk](mailto:blankets@socosy.co.uk).

[www.socosy.co.uk](http://www.socosy.co.uk)

**Location:** Fairclough Hall farm, Hall Green, Weston.

**Salary:** Dependent on experience

**Hours:** 2-3 days per week

### **Background:**

So Cosy is an UK based lifestyle brand, established in 2009 by husband and wife team Vilija and Rimsky, with their first stall at Spitalfields Market. We sell our own designs of blankets, throws, cushions, shawls, gloves, socks and picnic rugs. All made from the finest quality wool, ethically sourced from the highest-grade suppliers. The result is a unique, world class product, not available anywhere else. As part of our product range we have a colourful jute home accessory and we are always working on new ideas and creations, with big plans for the business.

### **The Rule:**

- Take responsibility and ownership of office organisation.
- Managing calendars and scheduling appointments.
- Making travel, accommodation, meetings and events arrangements.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Dealing with online sales and posting them.
- Dealing with incomings emails and posts, often corresponding on behalf of the directors.
- Carrying out background research and presenting findings.
- Producing important documents and files including invoices and financial data.
- Liaising with clients and suppliers.
- Some travel, helping out at occasional trade fairs and events.

### **What we are looking for:**

To be our ideal candidate for this position, you would have a passion for So Cosy, our products and all we stand for. You would have a positive attitude, be self-motivated and know to get things done. You would need to have a customer service focus and be an excellent communicator. Work well in a team and on your own. You would need to be highly organised with great computer skills and full and clean driving licence.

### **What you will get:**

The opportunity to work for a small and wonderful company, that is doing well and has big dreams for the future.

You would have the pleasure in working with a bunch of fun and creative people with a passion for what we do.

A discount on our beautiful So Cosy products.

### **To Apply:**

Please submit CV and covering letter to [blankets@socosy.co.uk](mailto:blankets@socosy.co.uk)

Please include in your covering letter:

- Your full week availability
- Why you would be perfect for So Cosy and any relevant skills you have that would assist your application.