

District Administrator



Inverness - Job Share

Approx. 16-20 hours, Monday to Wednesday

Tilhill Forestry is looking for an enthusiastic team player to fill this position at our Inverness office.

As an experienced administrator, you will be expected to have proven experience in accounts related tasks and will be responsible for a wide range of other general administrative duties.

In addition to having a sound working knowledge of Microsoft Office and good IT skills, you should also be able to demonstrate good organisation and communication skills and have the ability to work to tight deadlines.

In return, we can offer you an attractive salary and benefits package, together with personal and career development opportunities.

To apply, email your CV and CV supplementary form, which you can download from our website, clearly stating the position you are applying for, to: careers@tilhill.com

Closing Date: 28th March 2017

www.tilhill.com

Tilhill Forestry is an Equal Opportunities Employer