**ADMINISTRATIVE ASSISTANT NEWTON COURT**

Newton Court opened in late 2022. This spacious, welcoming, contemporary restaurant and coffee shop offers a selection of breakfasts, brunches, lunches, snacks and cakes, celebrating Herefordshire produce, overlooking the orchards based on our organic farm.

Newton Court is based on Newton Court Farm which is also the home of Newton Court Cider. To facilitate the smooth running of operations, we are looking for an individual who can look after areas of administration such as:

* Payroll
* Recycling
* Stationery
* Purchase invoice processing

Full training would be given. The role presents a great opportunity for someone who is interested in learning about business.

This is a daytime role, based at Newton Court and the number of hours is negotiable, with a minimum of 20 per week.

Job Type: Part-time

Salary: £10.42 per hour for 23 and over, with a sliding scale dependent on age.

Schedule:

* Day working

Ability to commute/relocate:

* Leominster, HR6 0PF: reliably commute or plan to relocate before starting work (required)

Work Location: In person

Please apply by email to [recruitment@newtoncourt.uk](mailto:recruitment@newtoncourt.uk)

Please send a CV / resume with a covering letter or write an email introducing yourself and your experience.