

## EXCITING PAID INTERNSHIP OPPORTUNITY AT CRANBORNE GARDEN CENTRE

Assistant to the Managing Director with tasks throughout the different areas of the business including Garden Centre, Gift Shop, Café and private events.

You will be a bright gap year student, educated to A level (as a minimum). You must be able to work on your own or as part of a team, have good people skills, be keen to learn, able to both take instructions and act on your own initiative, conscientious, willing to put forward your own ideas and have great attention to detail.

You will gain a broad range of experience including:

- Business skills
- Retail buying and merchandising
- Hospitality and organising/running private functions and events
- PR & marketing
- Communication skills - both with work colleagues and the general public
- Administration skills
- Problem solving

Your tasks will include undertaking special projects for the MD, assisting the MD in day to day administrative and organisational tasks, hands-on work in all areas of the business. You will have the opportunity to use your initiative and to put forward your own ideas.

You must be IT savvy, have a good grasp of basic maths, spelling and grammar. You must not be afraid to roll up your sleeves and get down to some hard work. As the Garden Centre is in a remote spot, you will need a driving licence and your own transport.

An interest in horticulture, the environment, food and all things creative is desirable.

Paid position

Hours of work - four or five days per week, by agreement. Some weekend and Bank Holiday working will be required

28 days holiday per annum pro rata

10 months commencing September 2020

Apply to Claire Whitehead at [claire@cranbornegardencentre.co.uk](mailto:claire@cranbornegardencentre.co.uk).

Please give details about yourself and explain why this position is of interest to you.