



Office Administrator – Part-time

Reports to: Financial Controller

Location: Milverton, Somerset

Hours: 15 hours per week

About Organic Herb Trading

For over 40 years, Organic Herb Trading has been at the heart of organic and sustainable sourcing - working with herbs, spices, and botanicals from all over the world. We're a small but passionate team based in the Somerset countryside, supplying some of the UK's best-known ethical and wellness brands.

What makes us different? We care deeply about what we do - from the quality of our ingredients to the relationships we build with our growers and customers. We mix decades of expertise with a curious, forward-thinking mindset, always looking for better, fairer and more sustainable ways to do business.

Role Purpose

To ensure the smooth day-to-day running of the office. Working under the direction of the Financial Controller, the role supports office systems, people processes, and general administration activities, helping to maintain an organised, compliant, and positive working environment.

Key Responsibilities

Office Administration Support

- Provide day-to-day administrative support to ensure the office operates efficiently.
- Act as a first point of contact for general office queries.
- Assist with managing office supplies, equipment, and service provider coordination.
- Support organisation of meetings, events, and travel arrangements as required.
- Assist with maintaining office records, documentation, and filing systems.
- Support health & safety administration and office compliance activities, including maintaining the training matrix and ensuring records are up to date.
- Book required health & safety courses via approved online portals and maintain associated certification records.
- Provide administrative support to the Managing Director when required.

HR Administration Support

- Assist with employee onboarding administration (excluding payroll setup).
- Maintain staff records and absence tracking under the supervision of the Financial Controller.
- Prepare HR documentation and letters as directed.
- Support internal communications and help maintain a positive office culture.

- Act as an administrative coordination point between employees and management when required.

Finance Administration Support

- Help cover the finance office when colleagues are absent.
- Assist with financial administration, including invoicing, processing expenses and monitoring purchase orders.

This is not an exhaustive list of duties but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.

Experience and Skills

- Previous experience in an office administration or coordination role.
- Strong organisational skills and attention to detail.
- Good IT skills, particularly Microsoft 365.
- Awareness of basic HR administrative processes.
- Clear communication skills and professional approach.
- Ability to manage tasks efficiently within part-time hours.
- Experience working within a small business or SME environment.

Attributes:

Honest & reliable, positive attitude and eagerness to learn, organised and structured, good communicator, discreet when handling confidential information, flexible and adaptable, and aligned with the values of an ethical, sustainable organisation.

What We Offer

- Competitive salary for a 15-hour week (days to be agreed)
- 25 days annual leave entitlement plus Bank Holidays (pro-rated)
- Mediacash health scheme
- Staff buying co-operative & cycle-to-work scheme
- Contributory pension (4% employer contribution)
- Career development & learning support
- A mission-led, independent workplace committed to doing business the right way

How to Apply

Please send your CV and a maximum 1-page cover letter outlining why you believe you are a great fit for this role to recruitment@organicherbtrading.com. Shortlisted candidates will be invited to attend an interview.

Application deadline: Monday 8th June 2026 – early applications are encouraged as they will be reviewed on receipt. We look forward to hearing from you.

Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of race, gender, disability, religion/belief, sexual orientation or age. We are committed to creating an inclusive environment for all employees.