



**PBS International**  
**Part-time Communications and Sales Administrator**

16 hours per week over a minimum of 3 days  
£23,500 pro rata

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**About PBS International:**

PBS International Ltd is an export-oriented business with a niche focus. The company develops, manufactures, and sells pollination control bags and tents used by plant breeders and seed producers in more than 30 countries around the world.

**Job Purpose**

The role will provide administrative support for sales and communications activities within the company in line with the sales and marketing strategies.

**Key Responsibilities:**

**Social media**

- Scheduling social media posts
- Collating social media analytics and reporting back findings to the team.

**Sales**

- Maintaining and updating our CRM system.
- Using the CRM and customer enquiries systems to compile lists based on the type of business, location, or products.

**Communications**

- Corresponding with our outsourced marketing agencies.
- Undertake market research activities to produce overviews of prospective customers and the communication/ social media channels they use.

**General**

- Assist the Business Development Manager with planning, organizing, and reporting on sales and marketing campaigns.

**Core Requirements**

- Excellent written and spoken English.
- Excellent organisational skills and attention to detail.
- Numeracy & competency with Excel/spreadsheets.
- Familiarity with social media platforms.
- Competent in the use of Microsoft Office.
- Previous experience in an administration role.
- Ability to collate and present information from databases.

This job description is not exhaustive. In a small business it is expected that from time to time the requirements of the job will change to meet the needs of the business.

**It would suit someone who is:**

- Interested in horticulture, agriculture, or science.
- Collaborative
- Resourceful
- A team player willing to 'muck in' to get work done, even if not formally part of their job spec.

For further information about the post please contact Caroline email [caroline.wilcock@pbsinternational.com](mailto:caroline.wilcock@pbsinternational.com) or call: 07879620756.

To apply for the position please send a CV and cover letter to [sales@PBSinternational.com](mailto:sales@PBSinternational.com).