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## WHO WE ARE

Alba Trees, founded in 1988, is a tree nursery based in Gladsmuir, East Lothian, with over 100 employees. We have three nursery sites covering a total of 25 hectares, producing over 20 million trees a year. The majority of trees sold are used to establish native woodlands and productive forests throughout the UK using a cell-grown system to ensure superior establishment.

The UK has plans to significantly increase tree planting over the next 20 years to help meet climate change obligations and to allow the UK to become self-sufficient in timber. Alba has been expanding production and investing in the business to help meet that future demand.

Our nursery was one of the first in the UK to be import-free and has a strict biosecurity policy.

**For more information about us, and what we do, look at our website here:**

[www.albatrees.co.uk](http://www.albatrees.co.uk)

## THE ROLE

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<b>Role title</b>	E-Sales Manager	<b>Perm/temp</b>	Permanent
<b>Location</b>	Gladsmuir, East Lothian	<b>Hours per week</b>	37.5
<b>Start date</b>	ASAP	<b>Manager's role</b>	Sales Manager

As E-Sales Manager you will process our E-Sales orders and manage a small team of up to 5 people as well as managing our social media platforms.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.



### Salary & benefits

<b>Salary</b>	£26,000
<b>Employer pension contribution (subject to you contributing 4%)</b>	4%
<b>Life assurance</b>	2.5 times salary
<b>Annual leave (inclusive of public and statutory holidays)*</b>	30 days

## THE PERSON

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We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

### Essential skills

Strong organisation and administration skills  
Excellent IT skills, particularly in the use of MS Office  
Good communication skills

### Personal traits & behaviours

High standards of work with an eye for detail  
Proactive and diligent with a flexible approach to work  
Willing to provide support and assistance to colleagues  
A confident, friendly and professional team player

We are looking for candidates who have these qualifications and experience:

### Qualifications

National 5 (or equivalent) in Maths and English

### Experience

1 – 3 years in a sales or administration role



## ROLE SPECIFICS

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On a day-to-day basis, the E-Sales Manager will focus on the following:

- Processing E-Sales orders
- Printing address labels to attach to boxes
- Responding to customer queries by email and by phone
- Maintaining spreadsheets, Word documents, templates and forms for E-Sales
- Producing monthly reports and invoices
- Managing larger promotions and projects
- Assisting with packaging and despatch of retail orders when required

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Alba Trees is a safe place to work and visit and report any concerns to a relevant manager
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

## APPLYING FOR THE ROLE

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Sound interesting? If you think you have the right skills, attitude and experience to join our team we would love to hear from you! To apply, please email your CV and a covering letter to our recruitment team at [recruitment@bucleuch.com](mailto:recruitment@bucleuch.com), if you haven't done so already or applied via Indeed.

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at [recruitment@bucleuch.com](mailto:recruitment@bucleuch.com).