



**Kent Canoes
New House Farm
Kemsing Road
Wrotham
Kent TN15 7BU
Tel/Fax: (01732) 886688
Email: info@kentcanoes.co.uk
www.kentcanoes.co.uk**

Sales Assistant with IT skills/aptitude required - Full time:
Kent Canoes, require a full time Sales Assistant to support the further development of our business.

You will assist with the day to day running of the shop, including looking after customers, handling correspondence, telephone calls, emails, and checking in the stock. You will also be responsible for keeping our web site up to date, so some technical IT knowledge and an eye for “graphics” would be highly desirable.

Ideally you will be an experienced paddler, but if you don't yet have the relevant paddling experience, we can provide full training through our Canoe school.

You will be a good administrator with general office computer skills. Some knowledge and experience of web site and photo editing software would be highly desirable.

You will be hard working and self motivated, with the ability to work on your own and as a team member.

In return we offer a good basic salary, negotiable c £14,750.00 (With a review after six months), plus a commission structure and other benefits.

Please apply in writing or via email to Paul Abel at the above address, giving full details on a CV of your general qualifications and career to date, plus a separate statement telling us what skills and attributes you can offer.