

**Want to work in a creative environment?**  
**Want to be part of a growing upholstery business?**  
**This is the job for you!**

**Position** Part-time Administrator

**Company** Hamilton & Hodson

**Overview** Hamilton & Hodson is a friendly, experienced small business partnership specialising in upholstery and furniture restoration for domestic settings. We also: restore and sell our own furniture range; offer soft furnishings made to order, upholstery tools and supplies; offer a personal fabric service (advice and sales), and run weekend upholstery courses.

Since opening our workshop on Bristol's Redland Train Station in 1996, we have built up a largely local and loyal client list. Due to a focus on developing our profile online (via a newly designed website and social media), and gaining useful local coverage in magazines (Bristol 24/7, Bishopston Voice and The Bristol Magazine), we are experiencing an ever-increasing demand for our services. We are gradually building up our small team and need an experienced administrator who enjoys working for small companies.

Our administrator will sit at the heart of the business, helping to organise and co-ordinate the office and contributing to the long-term development of the company. We are looking for a self-starter who has excellent administrative skills, enjoys autonomy and can bring ideas to the business (both administratively and creatively).

**Other important information**

- Salary: £10-12 per hour, depending on experience.
- Hours: as this is a new position, we are currently unsure of how many hours a week the job will entail. However, we can say it will probably be approximately 5-8 hours a week.
- Timescale: ideally, we would like our new administrator in place by the start of February, 2019.
- Probationary period: one month.
- The business owners are both working mothers so operate very flexible working practices to fit in with childcare responsibilities.
- To begin with, the successful candidate would need to be based at the workshop premises on Redland Train Station. However, if feasible, working from home on a regular basis could be discussed at a later date.
- We can only accept applications from people who can work on a freelance basis and have self-employed status.
- If you are interested in this position, please give us a call to have an informal chat. You can find out more about us, as well as us finding out more about you! If we all feel happy about going forward, you will need to submit a CV, along with a short written statement (no longer than 1 sheet of A4) explaining why you're interested in this position and what you feel you can offer to the company. If we feel that you would be a good fit, we would then invite you to come and have a look around our premises and to have a more formal interview.
- Deadline for CV submission and supporting statement: **Friday, 14<sup>th</sup> December.**

T: 0117 924 3355  
E: [enquiries@hamiltonandhodson.co.uk](mailto:enquiries@hamiltonandhodson.co.uk)  
[www.hamiltonandhodson.co.uk](http://www.hamiltonandhodson.co.uk)

Redland Train Station  
South Road  
Bristol BS6 6QP

