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| Job title:  | Founders Associate |
| Company: | Freckleface Home Fragrance Ltd |
| Location:  | Freckleface Head OfficeUnit 4, Tate Business Park, Dozens Bank, Spalding, Lincolnshire PE11 3LX |
| Responsibilities updated: | Sept 2025 |
| Key activities:* Admin & PA Support
* Organise diaries, emails, and travel
* Handle day-to-day admin tasks to keep things running smoothly for the founders personal and business life
* Respond to customer service queries with warmth and professionalism
* Help prepare for and attend Events
* General Business Support for office and retail teams
* Help with research as well as prepare presentations, documents, and materials
* Support other directors where needed
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| Key skills required:* Good organisational skills with effective planning.
* 2 year’s experience of working in an administrative/PA role
* Reliability and dependability
* Be thorough and pay good attention to detail
* High level of Literacy & numeracy + Computer skills
* Critical thinking and problem-solving skills
* Positive attitude and ability to work in an inclusive manner ensuring our family business keeps its ethics and culture
* Strong communication skills and networking
* Ability to take ownership and lead whilst multitasking
* Good time management
* Adaptability, open to change and willingness to learn.
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### Updated Sept 2025