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| Job title: | Founders Associate | |
| Company: | Freckleface Home Fragrance Ltd |
| Location: | Freckleface Head Office  Unit 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 | |
| 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. | |

### Updated Sept 2025