

PART TIME ORDER PROCESSING CLERK

Job Type: Part-Time, Permanent

Hours: Monday – Wednesday 9am to 3.00pm **Start Date:** February 2026

Salary: £13.50 p.h.

Application Deadline: 12th January 2026

Due to the expansion of our business, we are looking for an enthusiastic order processing clerk to assist our busy team. The successful candidate will have strong, accurate data entry skills and good knowledge of Microsoft Word. Training on our specialist horticultural database/order system will be provided.

How to Apply

To apply, please send your CV and a covering letter detailing your relevant experience and why you are the ideal candidate for this role to lis@wknurseries.co.uk by the application deadline.