



Job Title: Website Administrator

Location: Balbeggie

Salary: Competitive, depending on experience

Hours: Monday to Friday, 37.5 hours per week (part-time hours will be considered)

Job Type: Permanent

About Us:

At HRN Group, we're one of Scotland's leading dealers of construction, agricultural, and groundcare machinery, with over 45 years of experience and a strong reputation for quality, reliability, and trusted service. With multiple depots across Scotland, we continue to invest in our people, systems, and online presence to support the needs of our customers.

We're now looking for a Website Administrator to support the ongoing management of our website, ensuring all products are accurately uploaded, maintained, and presented to a high standard.

About the Role:

This is a full-time, administrative role based at our Balbeggie site; however we are happy to consider part-time hours for the right candidate. You'll be responsible for the day-to-day input, maintenance, and publishing of products on the HRN Group website.

The role reports to the Parts & Online Sales Manager and works closely with the Marketing Manager, acting as a key support function between departments. This position would suit someone who enjoys structured, detail-focused work, is comfortable with repetitive tasks, and takes pride in accuracy and organisation.

Key Responsibilities:

- Inputting products accurately onto the HRN Group website
- Uploading, updating, and maintaining product listings
- Taking photographs of products for website use
- Resizing and preparing images to the required format
- Publishing content in line with website standards
- Liaising with the Parts department to gather accurate product information
- Chasing missing details where required and flagging issues to management
- Supporting ongoing website updates and improvements



What We're Looking For:

- Strong attention to detail and a high level of accuracy
- Comfortable with repetitive data input and administrative tasks
- Confident using IT systems and websites
- Organised, reliable, and able to manage your own workload
- Comfortable communicating with colleagues to obtain information

Desirable (but not essential):

- Experience using a website or content management system
- Basic photo editing or image resizing experience

What You'll Get in Return:

- Competitive salary
- Monday to Friday working hours
- Company pension
- Supportive, team-focused working environment
- Full training provided