

North East Lincs Women's Aid

JOB DESCRIPTION - Retail Admin Assistant (Maternity Cover)

RESPONSIBLE TO: Retail Manager, Chief Officer

HOURS: 12 Hours (3 x 4hrs) Monday, Wednesday & Friday (Times are flexible)

- To assist the Retail Manager with her admin workload.
- To be actively involved in petty cash and banking and to maintain financial records.
- To count, record and bank money received.
- To use Excel spreadsheets & graphs to record and monitor income
- To assist in the payment of invoices.
- To ensure that information systems are maintained to enable the work of the organisation to be monitored and evaluated.
- To work with the Retail Manager to ensure that the office is run effectively including the filing and any information systems.
- To undertake volunteer newsletters, posters, etc.
- To ensure that all mail is logged as appropriate.
- To write letters and use simple forms.
- To undertake general clerical duties.
- To order and monitor stationery and resources as instructed.
- To attend and participate in team meetings.
- To develop positive links with appropriate agencies, organisations, suppliers and customers
- To attend and participate in supervision.
- To attend appropriate training in consultation with the Retail Manager.
- When necessary, to be flexible around holiday periods, sickness, etc., to meet the needs of the project.
- To undertake any other reasonable tasks requested by the Retail Manager.

PERSON SPECIFICATION

Admin Assistant	ESSENTIAL	DESIRABLE
QUALIFICATIONS/TRAINING		
* Recognised computer qualifications	*	
EXPERIENCE		
* Previous experience of working with most computer packages (inc Word, Excel, Access, Internet/Email etc.)	*	
* Previous experience in an office environment	*	
* Working in a demanding and stressful environment		*
* Transferring original data into tables and reports	*	
* Transferring original data into database	*	
* Experience of working with money, petty cash, banking etc.	*	
* Previous experience of monitoring and evaluation systems		*
KNOWLEDGE		
* Of IT Systems		*
* Of the impact of Domestic Violence on women and children		*
* Of Health and Safety legislation in the workplace		*
* Understanding of equal opportunities		*
SKILLS		
* Good command of written English	*	
* Ability to work as a member of a staff team and as an individual	*	
* Effective communication skills – both written and verbal	*	
* Ability to work under pressure and to deadlines		*
* Effective organisational skills	*	
GENERAL		
* Have a dynamic approach and be self motivated	*	
* To ensure a commitment to development and accountability	*	
* To ensure a positive image of the organisation through personal behaviour and appearance		*
* Demonstrate a flexible approach to the demands of the role		*
* Actively contribute to the development of the organisation		*

Application forms are available to download

Please return all signed application forms to
PO Box 399, Grimsby, DN32 0QW
before Thursday 1st November 2018

(if possible; we would like the successful applicant to do some shadowing/training with the current post holder before she begins maternity leave in December)

The post will be subject to references and a DBS check