

between the lines

A multi-award winning Gift and Card retail business with 13 stores across the South East and London, specialising in beautiful gifts for friends, family and the home as well as unique art cards and gift books

Part Time Office Assistant

(v2 - April 2015)

Are you:

- positive, calm
- effective, great at communicating
- genuine & honest
- dedicated & committed
- careful & accurate
- willing & flexible

Do you have:

- integrity
- ambition
- loyalty
- a big sense of team spirit
- the desire to achieve excellence in everything you do

Do you believe in:

- working together with a common purpose
- working in an environment that is happy, busy, uplifting, inspiring
- making a difference
- flying high rather than scraping by

If the above applies to you, come and talk to us about this exciting and varied position that has become available at our Head Office in Chichester.

Our Head Office in Chichester is the central hub of our vibrant and successful retail business and essential to the smooth running of our 13 retail stores.

This position will provide vitally important Admin Support and Data Entry to facilitate the efficient running of the office. Amongst other things you will be working with our Accounting Systems and performing regular spreadsheet updates and carrying out general reporting tasks. *(Full training will be provided)*

We expect candidates to be fully computer literate, methodical, consistent and hungry to learn, and in return we will provide you with all the necessary training and support.

The Job in more detail

We are looking for an excellent work ethic, a real desire to help and support our head office team, and a willingness to work together with a common purpose.

Responsibilities connected with these positions are time critical and require a high level of accuracy. These positions carry the responsibility of maintaining much of the information contained in our Accounts and Business systems by performing the procedures described below, as well as attending to general office tasks.

This is a permanent position that effectively works together with the rest of the team to perform all required daily and weekly tasks.

Key Results Areas

- Accounts
- General Office
- Charity/Raffle Prizes
- E-commerce

Listed below is a brief overview of what is involved in each Key Result Area. This is not an exhaustive list, and some but not all of the activities are weekly, monthly or occasional tasks.

Accounts/EPOS

A good solid general affinity with accurate number work is absolutely essential.

- Basic data entry into Accounts System
 - Stock invoices
 - Credit notes
- Record till discrepancies
- Enter sales targets into our EPOS system
- Cross check banking statements
- Receive monthly branch expenses
- Perform various other tasks that may be added over time to ensure our accounting system is accurately maintained
- Vouchering in of Purchase Orders
- Checking of invoices
- Stock adjustments when necessary

General Office Duties

- Maintain general paper filing systems
- Order supplies for and the maintenance of office equipment
- Prepare all daily outgoing head office mail ready for collection
- Distribute all internal mail
- Deal with ad hoc admin requests from our Senior members of staff
- Assist with various administrative tasks

E-Commerce

- Perform Web Store database updates
- Process admin and payment related tasks for our web store
- Take part in providing our web shoppers with customer support
- Entering new stock on our Web Store

Charity/Raffle Prizes

Raffle

- Handle all incoming Charity requests
- Maintain Charity Gift Voucher/Raffle spreadsheet
- Organise Gifts/Gift Vouchers to be sent to stores

Charity Collection In Store

- Coordinate the monthly receipt of charity money from the collection boxes from each store, complete spreadsheet ready to monitor collection amounts

Expected Standards

Ideally you will have previous experience in this type of position and possess a good understanding of what makes an office work efficiently whilst maintaining a pleasant atmosphere.

You will have great people skills and be able to communicate well with colleagues of all ages and positions. You are able to show initiative and contribute to the general workflow in the office. Working together with your colleagues is vital and making sure that all daily and weekly tasks are executed and completed efficiently and in a timely manner is essential.

You need to be fully computer literate (Microsoft Windows[®]) and willing to learn new skills. You must be happy to give a little extra to get the job done, whatever it takes. Flexibility is key to this role as you will need to cover sickness, holidays and be able to support during our extremely busy seasonal trading months which are November and December.

A good solid general affinity with accurate number work is absolutely essential. As is a positive and enthusiastic attitude and willingness to constantly improve your skills. Our company culture is based on teamwork and mutual respect and a good work ethic is expected.

The following software packages are currently in use, prior experience would be beneficial:

Exchequer Accounting Software

YourCegid CBR Epos platform

Sellerdeck Ecommerce Platform

Google Apps for Business

Microsoft Office

Hours of Employment

Your working hours will be 25 per week (*to be discussed at interview*). Extra hours over and above your regular hours of employment will be required from time to time to cover your colleague's holidays, sickness and extra hours during our busy seasonal trading peaks.

Please note that NO holidays are permitted in November and December during our incredibly busy trading months. The equivalent of one weeks holiday is permitted between 1st September and 31st October. Holidays must not be taken at the same time as your colleagues as it is vital that daily tasks are implemented at all times.

Remuneration

£7.80 per hour

- 25% Staff Discount
- Paid holiday entitlement of 5.6 weeks (incl. Bank Holidays)
- Free parking on-site

For further information please email Amanda Smart at amanda@between.co.uk.