

between the lines

A multi-award winning Gift and Card retail business with 12 stores across the South East, specialising in beautiful gifts for friends, family and the home as well as unique art cards and gift books

Part Time Data Entry / Admin Assistants

(job share x 2 roles)

(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, why don't you apply for one of these positions and look to join our incredibly busy and exciting Head Office Administration Team.

Due to our continued success and expansion our offices are due to move to the beautiful cathedral city of Chichester at the beginning of June. The Head Office is the central hub of our vibrant and successful retail business and is essential to the smooth running of our 12 retail stores.

We have two vacancies that provide vitally important Administrative Support and Data Entry to facilitate the efficient running of the office. Amongst other things you will be working with our Accounting Systems, E-Commerce Platform and performing regular spreadsheet updates and carrying out general reporting tasks.

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 Jobs 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.

These are permanent positions that effectively work together as a job share to perform all required daily and weekly tasks.

You will be reporting directly to our: Office Administrator

Key Results Areas

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

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

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

- Check off and match invoices
- Basic data entry into Accounts System
 - Stock invoices
 - Credit notes
- Chase credit notes
- Take calls for outstanding payments
- 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

Inventory Control

Working within our Cegid/EPOS System you will be required to do the following tasks.

- Vouchering - receiving stock onto the system in line with Purchase Orders
- Entering new stock files
- Deal with despatch of products once credits received

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

General Office Duties

- Maintain general paper filing systems
- Order supplies for and the maintenance of office equipment
- Collate, deliver and post all daily outgoing head office mail and Web Orders to the Post Office/Post Box (locally within Business Centre at Bosham Co-op)
- Distribute all internal mail
- Deal with ad hoc admin requests from our Office Administrator and Directors
- Assist the HR Manager with various administrative tasks

Charity/Raffle Prizes

- Handle all incoming Charity requests
- Maintain Charity Gift Voucher/Raffle spreadsheet
- Organise Gifts/Gift Vouchers to be sent to stores for collection
- Organise the Charity stock for despatch to Charities
- 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 at least 2 years numeric data entry experience gained within a similar type of role 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 will be able to show initiative and contribute to the general workflow in the office. Working closely with your job share colleague it is vital to make sure that all daily and weekly tasks are executed and completed efficiently and in a timely manner.

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.

Please note that financial qualifications are not a prerequisite, however, candidates with prior experience in working with an accounts system may be given preference. 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 office 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

Sellerdeck Ecommerce Platform

YourCegid CBR Epos platform

Microsoft Office

Google Apps for Business

Hours of Employment

Your working hours will be a minimum of 25 hours per week. 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 during our busy seasonal trading peaks.

job	work days	hours	lunch break	weekly paid total hours
A	MONDAY - FRIDAY	09:00 - 14:00	n/a	25 hrs
B	MONDAY - FRIDAY	12:30 - 17:30	n/a	25 hrs

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

Remuneration

£7.00 per hour

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

For further information please call Helen Philippe, our Office Administrator on 01243 578700.