

between the lines

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

Office Assistant - Temporary Contract (v1.1 - January 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 in our Head Office.

Situated in a Business Centre in the village of Bosham, west of Chichester our Head Office is the central hub of our vibrant and successful retail business, and essential to the smooth running of our 13 stores.

This position provides 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 and performing regular Spreadsheet Updates and carrying out general Reporting Tasks.

We expect you 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 this position are time critical and require a high level of accuracy. This position carries 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 temporary position.

You will be reporting directly to our: Office Administrator

Key Results Areas

- Accounts
- 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

- Basic Data entry into Accounts System
 - Stock invoices
 - Credit Notes
 - Banking transactions
 - Monthly Branch expenses
- Recording Till Discrepancies
- Entering Sales targets into our EPOS system
- Performing various other tasks that may be added over time to ensure our accounting system is accurately maintained

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

General Office Duties

- Maintain general paper filing systems
- Order supplies for and the maintenance of office equipment
- Collate and deliver all daily outgoing head office post and Web Orders to the Post Office (locally within Business Centre at Bosham Co-op)
- Deal with ad hoc admin requests from our Office Administrator and Directors

Charity/Raffle Prizes

Raffle

- Handle all incoming Charity requests
- Maintain Charity Gift Voucher/Raffle spreadsheet
- Organise 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
- Bank all charity money and organise transfer to Charity we are collecting for at time of collection

Expected Standards

Ideally you will have at least 2 years experience in this type of position and possess a good understanding of what makes an office work efficiently whilst maintaining a pleasant atmosphere.

You have great people skills and are 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.

You are fully computer literate (Microsoft Windows[®]) and willing to learn new skills. You are happy to give a little extra to get the job done, whatever it takes.

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

Remuneration

On application

40-hour week, Mon-Fri 9am-5:30pm

- 25% Staff Discount
- Free parking on-site, 3 minute walk to Bosham train station
- Co-op and Post Office on-site

Please note either side may give one week's notice of termination of employment.

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