

Enquiry Ref No.

1244158

Company Name

Marine in The Community

Job Placement Title

Kickstart General Assistant

Job Placement Summary

Marine In The Community (MITC) is a Charity in the Crosby area and they are looking for 2 General Assistants to join the team.

The role is to assist with the general administration of Marine In The Community and prepare for a shop opening and being an important part of the team when open.

Responsibilities & Duties

Admin support for MITC

Assistance on MITC programmes, which may include a walking group

Helping to deliver various projects for MITC

Helping to prepare for the opening of the shop

Shop assistant during select opening hours

Build relationships with local customers

Delivering a high standard of Customer Service and attitude at all times

Helping to set up shop ebay accounts and any other online sales channels

Help to manage stock effectively

Maintaining the tidiness of the shop at all times

Help via social media to advertise the shop before opening and post opening

Qualifications & Skills

You will be a good team player, who also has the ability to work on your own initiative.

You will have good organisational skills with the ability to cope with changing priorities

You will be confident and professional, build great working relationships with people and have the ability to interact and engage with stakeholders at all times,.

Working Hours

25 Hours per week, Varied working pattern

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KICKSTART SCHEME

Sefton@Work 
working for you

How to Apply

Rate of pay

NMW

Comments

Crosby

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