



Position:

Part – Time Office Administrator (Equivalent to 2 days per week)

Reporting to Commercial Manager; based at Rownhams House, Southampton SO16 8LS (location between Romsey and Southampton close to junction 3 M27)

The role is 15 hours per week.

Rate of pay £12 per hour.

This is a Fixed Term contract for 12 months

Company Pension Scheme

Holiday pro-rata 24 days (Bank Holidays paid pro-rata to number of hours worked)

Responsible for:

Dealing with day-to-day communications to Hampshire Fare.

Co-ordinating, developing and maintaining office systems and databases.

Processing membership applications.

Providing a secretarial function to the office.

Updating the website with members news and events diary.

Assisting with the general organisation of event activity such as creating forms, printing name badges, taking bookings- such as network meetings.

Phone calls to members chasing outstanding account debt.

Admin support on seasonal projects such as The Local Produce Guide, Sausage and Pie competition and Hampshire Food Festival.

Attendance at events in the evening and at weekends on occasion (with time taken in-lieu) A maximum of 6 per year.

Working conditions:

Regular use of IT equipment. May include some lifting of publication boxes at times.

Person specification:

Must be highly computer literate and capable of delivering high quality and sometimes complex documents.

Must be highly efficient and with the ability to work on own initiative.

Must have excellent communication skills both verbal and written and be able to liaise confidently and sensitively with a wide range of contacts.

Must have excellent attention to detail.

Must be willing to adapt the role and take on additional responsibilities where necessary.

Experience:

Min 2 years' relevant experience in the application of administrative systems and procedures with the ability to use advanced functions of MS office programmes. Knowledge of page design and publishing would be advantageous.

Qualifications, education & training:

It is essential that the candidate is educated to GCSE level or equivalent including English at Grade 'C' or above.

Evidence of continuing professional development and education. E.g. HNC, 'A' Levels, marketing or similar qualification is desirable.

Clean driving licence and own car is desirable.

How effectiveness in this role would be demonstrated:

Able to manage conflicting demands and prioritise wide ranging workload

Understand the organisation's activities and relationship with members and partners in order to be able to provide relevant information.

Successfully maintain and coordinate records across the full range of systems.

Providing an efficient administration support for the team.

Interested applicants should email CV and covering letter to Tracy.Nash@hampshirefare.co.uk or call for more information, 02380 733830. Mobile 07885 990710