

## Job Title

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Office and Retail Administrator

## Employer

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Glasgow Wood

## Vacancy Type

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Vacancy

## Vacancy Status

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Recruiting Now

## Location

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Glasgow North West

## Recruitment Years

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2022

## Working Hours

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35.00

## Annual Salary

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18018 - 19500

## Go Live Date

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06/04/2022

## Closing Date

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24/04/2022

## Proposed Interview Date

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TBC

## Proposed Start Date

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TBC

## Apprenticeship Framework Level

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NA

## Apprenticeship Framework Level Title

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NA

## Training Provider

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NA

## Training Provider Contact

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NA

## Qualification Training Offered

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NA

## Job Description

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As part of your role, you will support the team with general administrative and financial tasks to ensure the smooth running of the office and retail area, all within a very busy retail and manufacturing environment

## Company Profile

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Glasgow Wood is a social enterprise and charity established in 2006. We are committed to reducing the amount of wood needlessly going to landfill by finding creative and socially inclusive ways to reuse this valuable natural resource.

The wood waste that we collect from all over Glasgow is gathered and sorted at our South Street workshop, we then reuse it to make quality furniture and design bespoke pieces for home, businesses and social sector organisations, anything from tables in bars to eco-gardens in schools.

Through these activities, and at the heart of what we do, we provide volunteer and training opportunities to local people, as a practical way of tackling unemployment and social exclusion.

## Key Responsibilities

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- To maintain accurate filing systems & keep up to date record of finances, sales and customer order information
- To help customers in store & process sales and payments
- To process customer orders accurately for the workshop to manufacture
- To answer telephone calls, electronic communications and correspondence
- Helping ensure the office and retail environment is attractive to both customers and staff
- Be willing to support volunteers and trainees and undertake appropriate training
- Be committed to helping Glasgow Wood uphold its values in relation to people and the environment.

## Key Skills

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Good customer communication skills

Confident with I.T. including using excel and office generally

Appropriate literacy and numeracy skills

Able to give attention to detail and being accurate

## Experience & Knowledge

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Essential that candidates have some experience or aptitude for office work

Experience of a busy working and/or volunteering environment

Some retail or sales experience is desirable

## Education , Qualifications & Training

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Willingness to undertake appropriate training if needed

## Any Additional Requirements

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N/A

## Rate of Pay

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£18000- £19500

## Hours of Work

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Tues-Thurs 9-5, Frid 9-4. Sat 10-4 .

## Contract Type

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Permanent

## Number Of Posts

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1

## Holiday Entitlement

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20 days

## Main Work Activity

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Energy & Environment