



Job Vacancy: Part-Time Administration Assistant - Maternity Cover, IZVG

Title: Part-time administration assistant – maternity cover at IZVG, Keighley, West Yorkshire.

Hours: Wednesday – Friday 09:00-17:00

Duties:

- General admin
 - o Email enquiries
 - o Telephone enquiries
 - o Communicating with IZVG clients and IZVG team via telephone and email
 - o Filing
 - o Printing and scanning
 - o Making deliveries of letters and small parcels to local post office
 - o Data entry using Microsoft Access database
 - o Assisting with finance administration duties using Xero accounting software
- Orders/stock: (this role requires manual handling)
 - o Ordering goods and monitoring stock levels of products and packaging
 - o Collecting goods from local pharmacy
 - o Receiving and splitting goods
 - o Administrative duties to ensure that all orders from clients are dealt with promptly and efficiently
 - o Picking and packing goods for dispatch
 - o Accurately labelling goods
 - o Dispatching and liaising with courier companies
 - o Maintaining accurate records of orders and deliveries

Requirements:

- Full clean UK driving licence, use of car during work hours essential
- Knowledge and experience using Microsoft Office (Word, Excel, Outlook, Access)
- Good attention to detail
- Ability to work as part of a small team
- Experience using accounting software e.g. Xero desirable.
- Proof of eligibility to work in the UK will be required.

Salary:

Salary commensurate with experience.



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To apply:

Please send your covering letter and CV to admin@izvg.co.uk

Closing Date:

Until a suitable candidate has been found.

For further information and to read the full job description, please see www.izvg.co.uk