

Retail Administrator**Price £0****AD**Ad URL: <https://loot.com/15436378>

Ad reference number #15436378

**DEALER**

University of Southampton

info@adview.online**DESCRIPTION**

Ad Type:	Offered
Posted on:	30/08/2020, 03:09

DESCRIPTIONView All Vacancies Students' Union Location: **Highfield Campus**

Closing Date:

Wednesday 26 August 2020

Reference:

1285720SU

Internally known as Union Services Clerical Assistant Actual salary: £5,529.10 - £5,848.63
Salary based on SUSU's Pay Band B with a full-time equivalent salary of £17,682 to £18,709
subject to experience, with potential progression to £20,675 through performance. 16 hours
per week (5 days, Monday to Friday), 31 weeks per year (term-time only) - due to term-time
only hours, your salary will include a monthly 15.04% of your salary as holiday pay. The above
salary range includes this percentage.

Start date: As soon as possible after 14th September 2020

The Role

As Retail Administrator at SUSU, you'll be part of a fast-paced retail team striving to deliver our retail offer. You'll carry out administration within the team,

Retail Administrator

Price £0

processing invoices, credit control, supplier liaison, EPOS maintenance, and taking market bookings. You'll support our Front of House operations by ordering stock, overseeing receipt of deliveries, and ensuring the security of the premises, stock control and cash-handling. Additionally, you may occasionally be required to provide excellent customer service by cashiering on busy days.

About You

To be suitable for this role, you'll have demonstrable financial and office administration experience, preferably in a retail environment, with experience in processing invoices, credits, and stock transfers. You'll be able to demonstrate detailed sales analysis/space planning experience and have the ability to analyse and process sales/pricing data. You should be fully competent in MS Office, Outlook, and EPOS systems, and have strong attention to detail. Experience in ordering stock would be preferable. The full Person Specification can be found within the attached Role Profile.

The Company

The University of Southampton Students' Union (SUSU) exists to unlock the potential and enrich the life of every one of our 23,000 student members. We are a registered charity with a £7M turnover and provide a comprehensive platform of offers, support, representation, services and spaces for our members to enhance the overall University experience across a number of campuses. We are an Investors in People Silver accredited organisation who have approximately 85 core staff, and around 300 casual staff employed throughout the year.

What we will offer

The University of Southampton Students' Union has a vision of creating a positive impact with every student during their time at the University. As a not for profit organisation the Students' Union provides a comprehensive platform of opportunities, support, representation and places for our members to enhance their overall University experience.

Benefits of Working at SUSU

On top of developing you within your role, we recognise our people are our greatest assets and offer a number of benefits over and above your monthly pay.

Generous holiday entitlement - 15.04% holiday pay which rises every year up to 4 years of service

Contributory pension scheme

Staff social activities

Staff discounts on entertainment, eating out, retail and travel

Comprehensive induction and strong learning and development offer

Employee Assistance Programme

To apply, please visit [susu.org/jobs](https://www.susu.org/jobs) and send us your CV and cover letter. Closing Date and Time on Wednesday 26th August 2020 however if sufficient applications are received before this date we may close applications early.

Interviews week commencing 31st August Please note feedback will not be provided if you are not shortlisted for interview.

SUSU is an equal opportunities employer which values a diverse workforce and we want to reflect the student body that we represent. We value diversity, promote equality and challenge discrimination and will ensure that our recruitment activities are mindful of equality and diversity matters.

BASIC INFO

Salary:	£23,727
Salary Type:	Per Annum