

Office Assistant

Reporting to: Office Manager



This is a varied and interesting new role for someone who likes to combine office work with something a bit more active, and provides a great opportunity to develop a wide range of valuable skills.

Our award-winning pioneering store located next to Waitrose in Truro, sells entirely local food and drink, enabling customers to find all their local produce in one place and making a big impact on our local economy. We've developed a reputation for selling great produce and offering great service and value. In 2022 we became employee-owned, meaning that the team gets a share in the profits and a say in what the business stands for and how it develops.

The role includes:

- Manual and electronic record-keeping.
- Responding to phone and email enquiries.
- Monitoring office supplies.
- Creating in store signage, price labels, etc.
- Managing stock, by receiving, checking in and recording deliveries, dealing with discrepancies, and ensuring documentation is in order.
- Bar coding and allocating stock correctly.
- Reconciling paperwork and noting any discrepancies.
- Helping with stock-taking.
- Helping with seasonal displays.

Experience and skills required:

- Ability to organise time and tasks effectively.
- Ability to communicate accurately both verbally and in writing, in a friendly and positive style.
- Ability to work as part of a team, reliably, proactively and energetically, multi-tasking and adapting priorities as necessary.
- Good standard of numeracy.
- Understanding of IT and Microsoft applications (Word, Excel, Outlook, Teams, etc).
- Understanding of file management.
- Experience of working in an office environment and understanding of office systems.
- Experience or knowledge of food and drink and/or retail would be helpful.
- Experience or knowledge of graphic design/image management software would be an advantage.

What the right candidate can expect from the job:

- The opportunity to work for an award-winning Cornish brand with a great reputation and to be a valuable part of our dynamic business.
- A chance to contribute and share ideas within a nimble and fast-paced environment.
- The opportunity to work among a friendly, talented and committed team and with our brilliant suppliers and loyal customers.
- A permanent, year-round contract for regular hours.

- Varied and rewarding work in a supportive environment where no two days are ever the same.
- The chance to hone and extend skills and responsibilities to progress a career.

Hours, pay and benefits:

- This is a full time role of 37.5-40 hours a week.
- The business is a 7 days a week operation and all positions involve weekend/Bank Holiday work on a rota basis.
- As a rule, shifts are 7.5-8 hours and rota'd between 8am and 6pm Monday to Saturday; 8.30am-4.30pm on Sundays.
- Very generous staff discount.
- Profit share.
- Free on-site parking.
- Free uniform.
- Wage: £11.50 per hour for age 21 and over. PROFIT SHARE IS IN ADDITION TO THIS. Rates vary for younger age bands but are always in excess of National Minimum Wage.

What to do next:

If you think you have the right skills and qualities and would like to apply, please complete an application form, available from the store or downloadable [here](#).

Please return the completed form to: jobs@greatcornishfood.co.uk along with an up to date CV of no more than two sides of A4.