

Stockport Foodbank are looking to employ a part time

**Administrative Assistant**

We are looking to employ a person to work with our Foodbank Manager to help with general office duties at the Foodbank office based at Hazel Grove Baptist Church.

The post holder will be computer literate, able to work with database management, e mail correspondence and have a pleasant telephone manner.

Your main duties will focus around data entry and management of our Mailchimp records - experience in this area of work would be an advantage. You will need a good eye for detail and be able to work through processes in an accurate and speedy manner.

You will also be managing our driver volunteers, involved in stock management and liaising with our referral agencies

The post will be for 14 hours per week and salary will be in the range of £9-10 per hour and based on experience. This is initially a one year post.

Interested? For further details or to request a job description, please e mail [foodbank@stockportfoodbank.org.uk](mailto:foodbank@stockportfoodbank.org.uk)

To apply please send a full cv and a covering letter outlining why this post interests you to [foodbank@stockportfoodbank.org.uk](mailto:foodbank@stockportfoodbank.org.uk)

Closing date for applications 9am Wednesday 25 Sept 2019