



Business Administrator

Job description

The post of Business Administrator will support the Café Artysans business by covering the regular daily administration requirements, including:

- Processing business orders
- Processing business banking
- Checking invoice orders against purchase orders
- Reconciling invoices
- Processing online orders
- Managing customer enquiries
- Managing uniforms used in the business, including those used by young people on work experience
- Ensuring timesheets are completed and returned to office
- Supporting the marketing and promotional activity of the digital media team

As a member of the Calman team, the post holder will be required

- Respond to colleagues' requests for support
- Participate in team meetings and other relevant meetings
- Act in accordance with all Calman Trust policies and procedures.
- Be an example of good workplace behaviour for young people coming through the organisation
- Undertake such reasonable additional responsibilities as required in support of the aims of Calman Trust

Person Specification

- Timekeeping
- Presentation
- Reliability
- Communication
- Numeracy & literacy, ability to use the phone for business
- IT skills, including ability to use Email, Word and Excel
- Honesty and evidence of ability to be trusted