

About Us:

Age UK Leicester Shire & Rutland is more than a Charity, we are a lifeline to older people in our local community. Part of our mission is to support older people in their everyday lives and help them to live independently. We are dedicated to fostering a positive and supportive workplace culture and are recruiting for a detail-oriented and proactive Retail Administrator to join our team.

Key Responsibilities:

- Provide efficient day-to-day administrative support to the Retail Team including the Head of Retail
- Create weekly, monthly reports and manage excel spreadsheets for data analysis
- Provide administrative support to the retail managers & deputies
- Manage dairies for meetings
- Book 1-1's meetings
- Manage absence requests including holiday schedules
- Authorise overtime/cover timesheets in a timely manner
- Design and produce retail literature i.e posters for the shops, working with the marketing team to ensure a consistent approach is followed

Key Skills:

- Proven experience in administration, retail or customer service
- Highly organised with the ability to multitask in a busy environment
- Excellent systems knowledge including Microsoft forms, teams, excel
- Have good attention to detail with the ability to keep information up to date accurate
- Follow policy and procedures including GDPR
- Good communication skills both written and verbal
- Ability to work independently as well as being part of a wider team
- Adaptable when priorities change
- Able to resolve any issues, and help find or recommend solutions
- Ability to build and maintain positive relationships with colleagues and the shop staff

We are looking for someone who is:

- Friendly and approachable, being helpful with a positive approach
- Organised and efficient
- Enjoys working in a busy team environment
- Eager to learn, develop new skills, and get involved.

Benefits:

- Competitive salary
- Pension Scheme
- Health care plan
- Full training and support provided
- A friendly and supportive team environment

Hours : 15 hours per week

Closing Date: 04/09/2025

Interview Date: To be confirmed

How to Apply: Please submit your CV to jobs@ageukleics.org.uk

Age UK Leicester Shire & Rutland is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.