



Social Media and administration Junior Officer

Employer: The Bower Reuse and Repair Co-op

Work Type/s: Permanent Part time - 20 hrs

Accountability: Directly to the Operations and Communications Managers

Award: Retail Award

Sector: Not For Profit (NFP)

Location: Sydney - Marrickville

Job posted on: 4 Jan, 2021.

Applications close: as soon as possible.

Position Summary:

The Bower is a not-for-profit environmental charity that assists the community by diverting waste from landfill through collections of preloved goods, second hand shops and workshops.

As Social Media and administration officer you will provide administrative assistance to the Communications and Marketing Manager and to the Operations Manager. Your tasks include posting stories and messages on our social media platforms and organising logistics for workshops.

Required tasks include

- Social Media postings
 - Posting engaging stories on our Facebook and Instagram daily
 - Responding to enquiries via our socials
- Logistics for on and off line workshop
 - Rostering workshops in Humanitx
 - Rostering facilitators
 - Daily administration and communication with stakeholders
- Office administration
 - Consignments stock taking
 - Cash handling and Banking
 - Manage office administration and filing system
 - Ongoing maintenance of membership database
 - CRM administration

- In general
 - Assist sales staff if and when needed
 - Other tasks as delegated by manager

Please respond to each of the following Necessary and Preferred criteria - considering your skills, knowledge and past experience if relevant.

We will also need your CV to complete your application.

Necessary Skills:

- Managing online media platforms Facebook, Instagram and LinkedIn
- Updating website in wordpress
- Administrative and organisational skills
- Data entry on a variety of platforms
- Computer literacy including Filemaker Pro, and Xero.
- An ability to complete projects thoroughly and on time
- Ability to work unsupervised including prioritise and manage multiple tasks
- Good problem solving and lateral thinking
- Good communication skills written and oral

Preferred Skills:

- Experience in retail sector and maintaining stock control records
- Familiar with Excel and IT networks
- Photography & design skills

What The Bower Provides:

- Casual Part Time contract – 20 hours - with option to become full time
- Pay rates according to Retail award Lvl 1
- 20% staff discount on purchases of stock (excluding consignment).
- Access to Bower workshop & tools (pending completion of competency appraisal).
- Comprehensive Work Health & Safety policy to ensure safe working conditions.

How to apply for this job

Please submit a written application addressing each of the selection criteria (necessary and preferred skills) as separate discrete points. In your application, please include your contact details, a current resumé, and the names and phone numbers of two referees.

Applications must be sent as soon as possible by email to gm@bower.org.au . For more information Contact Operations Manager, Grace Turbott, via email info@bower.org.au or via phone 02 95686280