



Marie Curie Job Description

Job title:	Trading Administration Assistant
Department:	Trading Team
Location:	Vauxhall, London
Reports to:	Buyer & Trading Manager
Accountable to	Trading Manager

Job Purpose/Summary

To assist the Trading team, responsible for sourcing, buying and selling retail goods on the Marie Curie Online Shop; <https://shop.mariecurie.org.uk/> and in their stores. Duties will consist of a range of administrative tasks to support the Trading Manager and Buyer, ensuring product is booked, arrives and goes live for sale in a timely manner

We are a small team, that's passionate about what we do, looking for someone with a keen interest in buying processes to join us on our journey.

Key Relationships

Internal

- Trading Manager
- Buyer
- Retail Stores team
- Marketing
- Digital

External

- Suppliers
- Warehouse & Couriers

Accountabilities (Duties & Responsibilities)

- Raise Purchase Orders & communicate efficiently with suppliers to ensure delivery dates are maintained
- Create & maintain Product records within our internal systems
- Launch product copy and Images onto our Website
- Generate accurate sales reports in Excel
- Produce Ad-hoc analysis, under guidance, to support the team with strategy decisions and planning
- Communicate Allocation of stock requirements to our Warehouse
- Assist the buyer in maintaining product critical path & samples
- Respond to store queries and take action where appropriate

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to cooperate with Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and no behaviour that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Job title:

Criteria	Essential	Desirable
Skills / Abilities	<ul style="list-style-type: none"> ○ Excellent communication skills ○ An interest in Retail Buying and Merchandising ○ An analytical mindset , with a keen eye for detail ○ Good administrative and organisational skills ○ Able to work on own initiative ○ IT skills including MS Office (Word, Excel, Outlook, PowerPoint) 	<ul style="list-style-type: none"> ○ Previous experience in a similar role an advantage but not essential ○ Good/Advanced Excel Skills

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities



Marie Curie Terms & Conditions

Job title	Trading Administration Assistant
Notice period	One Month (after first six months service)
Working hours	15-18 hours per week

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems