

Job Title	Part time Administrator
Location	Merrow and remote working
Employment type	Part time – 2 days a week. Hours can be flexible.
Overview of company	<p>Small, growing community benefit society, rolling out new, independent fibre broadband network to rural Surrey Hills.</p> <p>We're run largely by volunteers, and work with rural communities to bring ultra-fast broadband speeds (1000Mb).</p> <p>We offer a friendly, flexible working environment.</p> <p>More info at <a href="http://gigupanddown.net">gigupanddown.net</a></p>
Role	<p>Work with one other to help support the administration of the company. Will cover all aspects of the business, so work will be varied.</p> <p>The role will grow with the person as they learn more about the business and we grow as a company.</p> <p>You will work alongside the Director of Administration and Customer Care with tasks including:</p> <ul style="list-style-type: none"> <li>• Purchasing – liaising with suppliers to place orders and track receipt</li> <li>• Inventory management – monitoring stock levels and when restocking required</li> <li>• Insurance renewals – getting quotes and renewing annually</li> <li>• Minute taking – taking Board minutes and typing up</li> <li>• Responding to email enquiries regarding connections</li> <li>• Database entries – entering enquiries onto client relationship management database (CRM) (training will be given)</li> <li>• Coordinating Gigabit voucher applications – all managed online through email and a Government website</li> <li>• Requesting contracts and filing onto our CRM</li> <li>• Documenting wayleaves – working with our team and land owners to get wayleave documents signed and filed on our CRM.</li> <li>• Issuing share certificates – printing certificates, sending to shareholders with completed tax relief forms.</li> <li>• Plus other administrative tasks as required.</li> </ul> <p>(No book keeping tasks).</p>
Industry	Community broadband network

Specialisation	<ul style="list-style-type: none"><li>• Would be helpful if person is comfortable with technology, but if not, is happy to learn.</li><li>• Good computer skills – MS Office suite</li><li>• Excellent attention to detail</li><li>• Ability to multi-task</li><li>• Discretion</li><li>• Is a good team-player</li><li>• A level or equivalent, degree preferred</li><li>• Could be someone returning to work</li></ul>
How to apply	Contact Sonya Graham at <a href="mailto:sonya.graham@b4sh.org.uk">sonya.graham@b4sh.org.uk</a>
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