

Job Description

Job Title: Administrator (Promotions)
Job type: Permanent, full-time
Hours: 9am–5.15pm, Monday to Friday
Location: Edgbaston Birmingham
Reporting to: Business Unit Director Mica

Mica is a co-operative group of independent retailers in the DIY, Home & Garden trade, working for the benefit of its members in a range of ways including group buying, marketing and instore support. Originally setup from a South African model in 1996 the company is now a division of the British Independent Retailers Association, giving the group access to greater depth of resources and services for its retailers. The cooperative is a stalwart of the independent sector with stores in all four nations of the United Kingdom.

Summary and purpose of role

To assist Mica with their day to day operations including administration and the overseeing of systems.

Key responsibilities

1. Coordinating supplier offers – liaising between suppliers and senior staff to seek offers, agree pricing (including price checking) and put together documents for retailer distribution.
2. Meeting preparation, diary planning & general office management
3. Database maintenance – keeping information up to date and relevant
4. Document proofing
5. Ecommerce Liaison – track orders and liaise with suppliers & retailers as required
6. Data entry - add agreed information into custom business systems
7. Any other duties which may be required from time to time consistent with the role outlined.
8. Actively support good communication practices within your work and promote and maintain good teamwork.
9. Be aware of and comply with the rules relating to your employment as detailed in the staff handbook.
10. Be aware of and comply with the Health & Safety regulations.
11. Be aware of and comply with the Fire Regulations.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good level of general education including 5 GCSES's including Maths and English. 	
Experience	<ul style="list-style-type: none"> • Previous experience of assisting with the day to day running of an office • Experience of maintaining records, including spreadsheets and databases 	<ul style="list-style-type: none"> • Experience of working within a membership organisation
Skills & Abilities	<ul style="list-style-type: none"> • Good Organisational skills with an ability to multi-task • Excellent time management skills • Confident communicator – happy to speak with new people by phone and email • IT Literate – Be a competent (at minimum) user of MS Office – ie Outlook, Excel, Word, and be able to learn new systems. Understanding the principles of online retailing (whilst not complex) is necessary. • Accuracy and an eye for detail 	
Personal Attributes & Characteristics	<ul style="list-style-type: none"> • Friendly, confident and approachable. • Proactive and self motivated • Enthusiastic and willing to support the wider team 	
Additional Requirements		