

DATE 05/11/2020

Job Specification for Kendal BID Ltd Administrative Assistant

This position is a part-time self-employed position (1.3 days per week) with Kendal BID Ltd. We are expecting this position to be filled within the next month and there may be a period of shadowing the existing post holder. This is a flexible position and the post holder will be expected to utilise their hours according to the needs of the business.

Essential Attributes
A minimum of 3 years administrative experience
Ability to work on your own initiative
Ability to take minutes
Ability to attend evening Board meetings once a month
Self Employed
Working knowledge of Excel
Ability to use Wordpress and Mailchimp
Ability to work from home
Ability to have a flexible approach
Desirable
Working with SME's and micro's
Working with large businesses