



Retail Administrator

Location: BirdWatch Ireland Head Office, Kilcoole, Co. Wicklow

Reporting to: Public Relations, Branches & Development Officer

Contract: Six-month full-time fixed term contract

Background:

BirdWatch Ireland is the largest independent conservation organisation in Ireland. Established in 1968 it currently has over 15,000 members and supporters, with an active nationwide network of over 30 branches. The primary objective of BirdWatch Ireland is the protection of wild birds and their habitats in Ireland. BirdWatch Ireland is the trading name of the Irish Wildbird Conservancy, a company limited by guarantee, and has an annual turnover of nearly €2.0 million. It is also a registered charity and a partner of BirdLife International, a partnership of over 100 bird conservation organisations across the globe.

Duties & Responsibilities:

- To promote BirdWatch Ireland through sales and retail activity.
- To run BirdWatch Ireland's Shop and Retail Services Unit as per agreed weekly /annual targets and budgets.

Specific Responsibilities include:

- Receive customers and supporters at the shop/reception of BirdWatch Ireland.
- Process and fulfil all shop orders received through internet downloads, post and walk-in customers.
- Manage stocks for shop as required in line with best practice.
- Detail with all sales enquiries for Shop.
- Keep all stock records up-to-date, including online shop catalogue, seasonal offers, etc.
- Operate Shop's POS software, including edits and updates of product listings, daily reconciliations, etc.
- Carry out monthly stock-takes and reconcile with supporting records.
- Back up Administration staff as and when required.
- Promote Shop activities and sales.

Experience:

The ideal candidate will be someone who has excellent proven retail experience, and enjoys working as part of a team. References will be required.

Person Specification

BirdWatch Ireland is now seeking a suitably experienced person who is highly motivated and has the right mix of skills and attributes for this role which offers an excellent career opportunity.

Key Skills required:

- A minimum of one years' experience in a retail selling environment.
- A high proven level of inter-personal skills.
- Resilience and flexibility.
- Excellent verbal and written communication skills.
- Proven ability to manage budgets, meet and ideally exceed sales targets.
- Experience of POS Systems.
- Friendly and at ease in dealing with customers.

Qualifications:

Minimum Leaving Certificate. A professional qualification would be an advantage.

Remuneration:

Minimum of €335.- weekly (based on a 35 hour week), dependent on experience.

Some knowledge of the Not-For-Profit sector and ideally knowledge of bird conservation would be desirable for this role. To be considered for this role job applicants must be able to clearly demonstrate that their career and proven experience to-date meets the above minimum criteria.

How to apply:

Complete the application form available on the BirdWatch Ireland website. Please do not send CVs. Applications should be sent by email to humanresources@birdwatchireland.ie (please put "Retail Administrator Application" in the subject box):

Head of Human Resources,
BirdWatch Ireland,
Unit 20, Block D,
Bullford Business Campus,
Kilcoole,
Co Wicklow.
A63 RW83

Closing date for applications:
17:00hrs, Friday, 6th July 2018

Interviews will take place the following week, with a view to starting as soon as possible thereafter.

Any further queries regarding this post should be directed to:
Head of Human Resources, humanresources@birdwatchireland.ie