



**THE
POPPY
FACTORY**

getting you back to work

PF Job Reference No:

JOB VACANCY FORM

****For the wounded, sick and injured ex-service people****

Employer: Tim Parry Johnathan Ball Foundation for Peace

**Address: Peace Centre, Peace Drive, Great
Sankey, Warrington, Cheshire WA5 1HQ**

Contact: Lynn Hitchen

Mobile:

Email: lynn.hitchen@foundation4peace.org

Tel: 01925 581236

Job Title / Reference:

Administrator

Location:

Warrington, Cheshire

Experience Required: Production

Skills / Qualities / Competencies: Very sound administration & office skills, including good telephone manner, neat, methodical and systematic approach to all tasks, ability to work under their own initiative & prioritise task, excellent computer skills, including databases, word processing and spreadsheets, capable of basic financial awareness & bookkeeping skills. Temperamentally, the job holder should be calm, organised & flexible in their approach

Brief Job Description:

To ensure the administration of the Foundation is efficient, effective, well organised & professional
To work to strict financial budgets and under the direction of the Operations Manager
To ensure adequate stocks of promotional and programme materials are available
To assist in arranging travel and accommodation of Foundation personnel
To maintain an up to date computer database relating to the Foundation's activities.
To work alongside and assist whenever necessary the Operations Manager
To perform any other duties as deemed necessary and within the capabilities of the job holder

Salary: £15,000 pa FTE

Closing Date:

31st May 2012

How to Apply: In writing with CV to: Lee Griffiths at the Poppy Factory leeg@poppyfactory.org