

JOB POSTING: Assistant Manager - Havards Community Shop

Highlights:

- **£26k full time equivalent salary for 40 hr. Paid monthly.**
- **32 hour week (4 days), flexible to fit the rota and to include some Saturday and Bank holiday.**
- **Based in Newport, Pembrokeshire SA42 0SY**
- **Reporting to the Store Manager.**
- **The Assistant Manager of the 1st Community owned Hardware store in the UK!!**

Job Summary

This is a unique opportunity to be an integral member of the management of the 1st Community owned hardware shop in Britain. A shop that is part of the community, owned by the community but also serving the community.

The Assistant Manager is accountable to the Manager and their primary role is to assist and support the Manager in efficiently running the shop and managing staff and volunteers.

To undertake this role the following skills will be required:

1. A background in retail – preferably in hardware or a related area.
2. Strong administrative skills with experience of buying from wholesalers.
3. Strong people skills ideally having worked and managed in both Paid and Voluntary Organisations.
4. Book keeping experience and advanced IT skills with excel and word.

The successful candidate needs to demonstrate that they are reliable, flexible, motivated with a can do attitude to address the challenges of running a retail outlet.

Further details of Siop Havards on the siophavards.cymru website.

Apply to Secretary@siophavards.cymru by 28th March 2024

SWYDD: Rheolwr Cynorthwyol - Siop Gymunedol Havards

Uchafbwyntiau:

- £26k o gyflog cyfwerth ag amser llawn am 40 awr. Telir yn fisol.
- 32 awr yr wythnos (4 diwrnod), hyblyg i gyd-fynd â'r rota ac i gynnwys rhywfaint o ddydd Sadwrn a gŵyl y banc.
- Wedi'i leoli yn Nhrefdraeth, Sir Benfro SA42 0SY
- Adrodd i Reolwr y Storfa.
- Rheolwr Cynorthwyol y siop Caledwedd 1af sy'n eiddo i'r Gymuned yn y DU!!

Crynodeb o Swydd

Mae hwn yn gyfle unigryw i fod yn aelod annatod o reolaeth siop nwyddau caledwedd 1af y Gymuned ym Mhrydain. Siop sy'n rhan o'r gymuned, sy'n eiddo i'r gymuned ond sydd hefyd yn gwasanaethu'r gymuned.

Mae'r Rheolwr Cynorthwyol yn atebol i'r Rheolwr a'i brif rôl yw cynorthwyo a chefnogi'r Rheolwr i redeg y siop yn effeithlon a rheoli staff a gwirfoddolwyr. I ymgymryd â'r rôl hon bydd angen y sgiliau canlynol:

1. Cefndir mewn manwerthu – yn ddelfrydol mewn caledwedd neu faes cysylltiedig.
2. Sgiliau gweinyddol cryf gyda phrofiad o brynu gan gyfanwerthwyr.
3. Sgiliau pobl cryf yn ddelfrydol ar ôl gweithio a rheoli mewn Sefydliadau Cyflogedig a Gwirfoddol.
4. Profiad cadw llyfrau a sgiliau TG uwch gydag excel a word.

Mae angen i'r ymgeisydd llwyddiannus ddangos ei fod yn ddibynadwy, yn hyblyg, yn llawn cymhelliant gydag agwedd gall wneud i fynd i'r afael â heriau rhedeg safle manwerthu.

Manylion pellach am Siop Havards ar wefan <https://siophavards.cymru>

Gwnewch gais i secretary@siophavards.cymru erbyn 28ain Mawrth 2024