

Job Description

Employer: Sports Recycler Ltd

Vacancy: Administration and Marketing Worker

Working Pattern and Contracted Hours: 16-22 hours per week flexible to be agreed

Number of Vacancies: 1

Job Summary:

Sports Recycler is a community business established in 2005. It provides low cost recycled bikes to the local community and through its sister company, sells and repairs electric bikes and scooters.

This position is to work with the company to develop and implement administration systems and develop new marketing materials and a social media presence.

Essential skills, experience and qualifications:

We want to hear from candidates who have a willingness to learn and take part in all required training. We want someone who can have a positive attitude and ability to take initiative.

- Some social media experience
- Organisational skills in an office environment
- Good communication skills
- Computer literate, preferably with experience of Microsoft office
- Ability to liaise with people and the local community

- Ability to work independently and as part of a team and work in a professional manner at all times