



Solomon & Company (St Helena) Plc has a vacancy for an

Operational & Administrative Supervisor

Within the DIY Store

Job Outline

To be responsible for overseeing the daily operations and administration within the Business Unit and to provide continuous strategic support to Management.

Interested Persons Should:

- Have 2 years proven experience in a supervisory/administration role
 - Have GCSE Maths & English at Grade C or above or equivalent
- Be knowledgeable of Health & Safety and Manual Handling practices
 - Have excellent Customer Service Skills
- Ideally have experience working in a retail environment
 - Have experience in Stock Management
 - Be experienced in Cash Handling & Security
 - Be competent in the use of Microsoft applications

Salary for the post will start at £9,900 per annum (£825.00 per month)

For further information, including the Company's attractive benefits package, please contact Colin Bargo, DIY Store Manager on telephone number: 22104 or via email address: diy@solomons.co.sh

Application forms may be collected from Solomons Reception Desk, in the Main Office Building, Jamestown or alternatively an electronic copy can be requested via e-mail address: hradmin@solomons.co.sh and should be completed and returned to Miss Daryl Legg, Human Resources Officer, Solomons Office, Jamestown, By 13 July 2021.