

Vacancy

Special Orders Clerk

Salary for the post will be £10,176 per annum (£848 per month)



Solomon & Company (St Helena) Plc has a vacancy within the Procurement Department for a Special Orders Clerk.

As the Special Orders Clerk you provide primary support to the Special Orders and Procurement Department whilst ensuring a high level of customer service at all times.

Interested Persons Should:

- Have grade C or above in GCSE English & Maths, or equivalent
- Be computer literate namely in Microsoft Outlook, Excel & Word and able to undertake online research
- Possess experience in basic administration
- Possess experience in Cash Handling
- Possess experience of working in a customer facing environment and have excellent customer service skills
- Have excellent communication skills and ability to use own initiative
- Be well-organised with a keen eye for detail
- Have the ability to multi-task and work to deadlines
- Be highly motivated with a can-do attitude
- Be available to work Saturdays

For further information, including the Company's attractive benefits package contact:

Julie Lawrence, Procurement Manager via ☎ 22207 ✉ procurementmanager@solomons.co.sh

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via hradmin@solomons.co.sh and completed forms should be returned to Anya Thomas, Human Resources Organisation & Development Officer, Solomons Main Office, Jamestown by **23 May 2024**.

Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- ◆ Pension Contributions
- ◆ Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- ◆ Staff Discounts