

Fulfilment Administrator



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

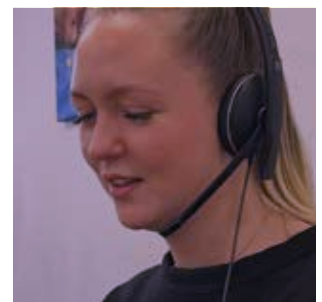
To assist the I&A Advice line sending out information and advice guides to the public. Also, liaise with other departments within the charity to assist in campaigns.

What you'll do for us:

- To provide a high standard of pick & pack services to agreed procedures.
- To provide point of contact for Age UK colleagues' mailings and campaigns.
- To be responsible for warehouse activities, building security, health & safety and fire safety.
- Undertake daily electronic data processing and mail merge procedures using MS applications.
- Completion of Administration Tasks including: Filing, Stationery Tracking, ACIL Audit Entry.

Must haves:

- Good IT Skills (Word, Excel, Outlook).



“Every day is different in this role and it is very rewarding to know you are supporting the retail shop staff and volunteers in raising funds, which provide services for older people in the UK. I feel I am part of a large extended family working at Age UK.”

Kelly
RETAIL SUPPORT
ADMINISTRATOR

Our values

WE ARE BOLD

In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

WE ACT TOGETHER

With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSED

On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

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- Ability to learn use of in-house systems (Navision).
- Experience of Pick & Pack or similar e.g. production line (Desirable)
- Knowledge of mail merge processes (Desirable).
- Ability to work fast while maintaining Accuracy.
- Confident & Professional Telephone Manner.

Great to have:

- Working in a post room environment.

Location

Warrington

People management

No

Division

Services



ageuk.org.uk

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Registered charity number 1128267. Company number 6825798.