

Job Description: Freelance Administration Assistant

Position: Freelance Administration Assistant

Hours: Flexible, Monday - Thursday (Up to 10 hours per week)

Rate: £12 per hour

Location: Leamington Spa, Warwickshire

Contract Type: Freelance, ongoing

Reporting To: Operations Manager

About Neuroendocrine Cancer UK:

Neuroendocrine Cancer UK is a charity dedicated to supporting individuals affected by neuroendocrine cancer through advocacy, education, and funding research. We aim to raise awareness and provide essential resources for patients and healthcare professionals.

We are looking for a reliable and motivated Freelance Administration Assistant to support our growing team. This is a flexible, part-time role offering up to 10 hours per week, with occasional additional hours during busy periods.

Key Responsibilities:

- Processing Orders: Accurately process merchandise, resources, and patient orders from our website and other channels.

- Packing and Posting: Ensure timely and secure packaging and dispatch of orders to customers, patients, or healthcare facilities.

Stock Control: Monitor stock levels of merchandise and resources, and report when replenishment is needed to ensure orders can be fulfilled without delays.

- Scanning and Filing: Important documents, ensuring all records are properly stored and accessible.

- General Administrative Support: Assist with various tasks providing ad-hoc support to the team.
- Coordination with Team: Maintain regular communication with the team to ensure smooth operation and timely completion of tasks.
- Busy Periods: Be available for additional hours during peak times, such as during fundraising events or resource drives.

Skills & Qualifications:

- Attention to Detail: Strong organisational skills with a high level of accuracy in completing tasks.
- Time Management: Ability to manage tasks efficiently within set time frames

To Apply:

Please submit your CV and a brief cover letter explaining why you're a good fit for this role to Leanne Talbot: leanne@nc-uk.org.

Deadline: Applications will be reviewed on a rolling basis until the position is filled.