



Part-Time Administrative Assistant Job Opportunity

Shopmobility Moray Limited

Remuneration: £8 per hour

Location: 59 High Street, Elgin

Time commitment: 15 hours per week (opening hours: Tuesday to Saturday 10am – 4pm)

Contact: For more information email shopmobilitymoray@gmail.com or call 01343 552528.

Apply: To apply send a CV and covering letter detailing why you are suited to the role to shopmobilitymoray@gmail.com or 59 High Street, Elgin, Moray, IV30 1EE

Application deadline: Friday 1st March 2019

About Shopmobility Moray Limited

Shopmobility Moray Limited is a company limited by guarantee with charitable status. The aim of the charity is to alleviate the needs of people with mobility difficulties by providing a loan service of mobility equipment including powered/manual wheelchairs, electric scooters, walkers etc. to enable independent access to the shops and town facilities.

Our vision is to alleviate the needs of people with both long or short-term mobility difficulties by providing a loan service of powered/manual wheelchairs, electric scooters and other equipment, to enable independent access to shops and services in the Moray area.

Our mission is to supply those people who need to use mobility equipment for a short period, with affordable and safe equipment. This is done by renting items at our Elgin premises, in addition some equipment can be taken to other locations in and around Moray as required.

Our key values - We believe in:

- (1) The right to independence
- (2) The right to be able to socialise out with the home
- (3) Treating people with respect
- (4) Making the service friendly, reliable and welcoming to everyone.

Main duties of the role

- Assistant to the Co-ordinator in the day-to-day running of the service.
- Office tasks to include filing, record keeping and basic computing.
- Help with fundraising activities.
- Participate in training when required e.g. First Aid, manual handling, basic maintenance and use of equipment.
- When trained, volunteer duties with members e.g. escorting, wheelchair pushing and use of scooters.

Person specification

We are looking for someone who can demonstrate the following key attributes:

- Punctual and reliable
- Strong attention to detail
- Able to work independently and as part of a small team.
- A demonstrable interest in the work of Shopmobility Moray Limited
- Capacity to work efficiently and learn new skills to better complete tasks.

The ideal candidate will be someone willing and able to train towards relief Co-ordinator duties. This would involve additional hours.

In addition, as you could be working with vulnerable adults, a CRBS check would be made.

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