

Leeds Bread Co-op

Person specification: Administrator and HR Assistant

Skills

Essential / Desirable

Good communication and listening skills	E
Excellent customer service skills	E
Ability to work independently and as part of a small team	E
Ability to follow systems and procedures for efficient working	E
Ability to manage time and workload effectively, prioritise tasks, and multi-task	E
Good numeracy skills	E
Good literacy skills	E
Ability to work under pressure and to meet deadlines	E
Good IT skills	E
Ability to keep clear records and pass on relevant information	E
Ability to use complex spreadsheets	E
Knowledge of HR and employment legislation	D

Knowledge

Understanding of and support for the co-operative values	E
Clean and tidy with knowledge of food safety and hygiene	E
Good knowledge and understanding of bread, including sourdough	D
Good understanding of Linux and open source software	D

Experience

Administrative experience	E
Experience of basic HR tasks	E
Experience of working in a small business environment	D
Experience of developing policy documents	D
Experience of managing staff	D

Personal qualities

Ability to work flexibly and sometimes at short notice	E
Good attention to detail and able to meet agreed standards	E
Open and conscientious attitude to work	E
Willingness and ability to take part in making decisions with co-workers	E
Friendly and helpful attitude towards others (customers and co-workers)	E
Self-motivation and initiative	E
Comfortable working in a busy, sometimes noisy, work environment	E
Ability to respond to and help resolve issues as they arise	E
Passionate about good food and keen to learn more about bread making	D

Qualifications

Full, clean driving licence held for at least 2 years	D
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November 2018