

VACANCY FOR PART TIME POST OFFICE ASSISTANT COUNTER STAFF

- DOUNE POST OFFICE

Are you interested in doing something really important in the Community? Keeping our Post Office open has been one of the Kilmadock Development Trust's key objectives over the last 3.5 years. We are seeking to recruit a paid Post Office Counter Assistant for the Doune branch.

THE JOB

This is a customer facing role dealing with front counter transactions in a Post Office environment.

SKILLS REQUIRED

High levels of accuracy are required in all aspects of the work and the ability to follow procedures and processes to the letter. We are looking for a self-starter who can work unsupervised when trained. The work can be complex at times and good logic skills are required.

Experience with money handling / IT skills / keyboard skills / numeracy skills and good customer service skills, being friendly, approachable and helpful, are essential. Evidence of this experience should be provided and references given for us to take up.

TRAINING

Training will be given mainly on the job, but e learning videos and support aids and some classroom training in the area will be given, support will be given over an induction period.

HOURS

Hours will be flexible/part time and a variable hours contract will be negotiated. Hours will be on a rota and agreed in advance. Salary will be NMW which is age related. The Post Office will be open 10-1 Monday to Friday and 10-12 on a Saturday (hours will be increased to full days in the run-up to Xmas). Additional time before opening and closing will be required to be worked. This role is covered by a total of 3 staff members working to a flexible rota which means annual leave and sickness are fully covered between the staff.

PROCESS

Successful applicants will have to produce a Basic Disclosure (we can give further details about how you do this) and go through credit and reference checks. The application process will close on 31ST October but interviews may begin before that date.

If you are interested in applying, please pick up an application form from the POST OFFICE and INFORMATION AND HERITAGE CENTRE AT THE CROSS IN DOUNE

PLEASE DROP OFF COMPLETED APPLICATION FORMS (you can include your CV if you wish), AT THE INFORMATION CENTRE AT THE CROSS MARKED FOR THE ATTENTION OF THE CONVENOR- Karen Ross

If you would like to have an online form to complete, please email me at Karen.ross4@btinternet.com