

**Permanent Job: Trading and Buying Assistant – New Goods/ Cynorthwyydd Masnachu a Phrynu – Nwyddau Newydd**

**Salary:** £9,200 per annum

**Hours of work:** 14 hours per week across Monday – Friday, with some hours Friday being one of the working days, supported by flexible working

**Place of work:** Home based/Head Office

We'll provide you with the right IT equipment and you'd need a suitable home working space. We've a lovely Cardiff City Centre Head Office where you can work alongside other colleagues too if you choose

**Closing date and Interview:** Job closes 14<sup>th</sup> August with Interviews to take place online on the 21<sup>st</sup> August

**Join Us!**

We're excited to be expanding our team and hiring a Trading and Buying Assistant, to support the smooth operation of our online shop and our retail new goods ranges.

Our shops both online and on the high streets are critical to us being able to raise vital funds to help those affected by cancer. We're looking for someone who understands and has experience in online buying and selling as well as having excellent customer service skills.

With strong digital skills you will be proficient in using Microsoft Office, you may have used platforms such as Shopify or other online selling platforms and will understand and be confident in the digital selling and marketing space.

Joining a small team, your impact will make a big difference by assisting in the smooth operation of purchasing, delivery and sales of new goods via our retail teams and online.

**We would welcome applications that can demonstrate;**

- Experience of working /volunteering in a similar role, where you understand and have experience of online sales platforms and apps to market and sell items successfully
- Have experience in the operational side of things when it comes to online trading such as writing quality listings as well as an understanding of the digital selling space
- Understanding of marketing and press processes when it comes to promoting our goods through these networks
- Great people and relationship building skills where you demonstrate excellent customer service, collaborative team work and great interpersonal skills, coming from a customer service background perhaps and being able to show great problem solving skills and experience of answering customer queries would be a real plus
- Being logical when it comes to controlling costs and meet delivery deadlines
- The right IT skills, with knowledge and experience using Microsoft Office, Teams, Digital selling platforms such as Shopify, and creative platforms such as Canva

**Staff Benefits:**

When you join us, you will have access to some great staff benefits including;

- Core working hours 11am-3pm to fit work your lifestyle and personal life around our 7am-9pm operating hours

- Flexible place of work options
- A generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year pro rat'd
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

## About us

More people than ever are living with cancer in Wales, with around 20,000 people diagnosed every year.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

Together with our inspiring community of staff, volunteers, and supporters, we're determined to be here for everyone affected today, tomorrow, and beyond.

## Recruitment Process

Please email your CV and covering letter to [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk). Your application should demonstrate how your skills or experience match the job role essentials and your motivation behind your application. The closing date for your application to be submitted is the 14<sup>th</sup> August.

You can also visit our [Work for us](#) pages that give you more information and a copy of the job description and person specification.

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment, and we will adjust our recruitment processes where we can to support people who wish to join us. If we can support you with your application at all please contact us at [people@tenovuscancercare.org.uk](mailto:people@tenovuscancercare.org.uk).

