

BOWLS SURREY



ROLE DESCRIPTION

CHANDLER

The Chandler will order, issue and manage the County stock of clothing for the men and women playing in representative matches.

Who will I work with?	<ul style="list-style-type: none"> • The Bowls Surrey Board • Members of clubs • Clothing suppliers
What will I do?	<ul style="list-style-type: none"> • Order clothing stock as agreed with Bowls Surrey Board • Maintain sufficient levels of stock to satisfy requests • Issue clothing to County as requested • Maintain a log of monies in and out
How much time will I need to give?	<ul style="list-style-type: none"> • The hours will be variable depending on the time of year and the level of demand.
What do I need to do this role?	<ul style="list-style-type: none"> • Good numeracy skills • Have excellent attention to detail and accuracy • Excellent with IT, computers, email and able to manage Online banking • Enthusiastic and well organised. • Ability to work in a logical and orderly manner. • Good communication skills
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Bowls Surrey will provide any necessary training and support as required. • You will gain the satisfaction of making a vital difference to the County and the players within it