

PART-TIME STOCK COORDINATOR, HOSPICE WHANGANUI

Hospice Whanganui is a local charity that provides a free specialist 24/7 service to support people and their families throughout Whanganui and districts who are experiencing a life limiting illness. We are only partly funded by government and rely heavily on our three retail stores to raise money to continue to run our service. While our stores are primarily staffed by our team of dedicated volunteers, we are now looking for a Stock Coordinator to join our team and support the Shop Managers and volunteers to manage our in-coming and out-going stock.

This is an 18 hour a week role, based at the Gonville Hospice Shop, Tawa Street on Wednesday-Friday.

The role is primarily to support the Shop Manager and Volunteers in organising and managing in-coming/out-going goods, provide support with deliveries and pickups. The Stock Coordinator will also assist with logistics and movement of goods and equipment within the shop and assist on the till when required.

The ideal person will be someone who enjoys working with others and interacting with customers in a friendly and welcoming manner. This position will involve lifting and handling of heavy items such as furniture so the successful applicant will need to be able and confident to manage this. An interest in second-hand and antique items is desirable, but not essential.

If you are interested in applying for this position, please send your CV and cover letter to fionam@hospicewhanganui.org.nz. Applications will be reviewed as they are received.

Alternatively, if you'd like a copy of the JD or discuss the position, please email the same address or call Fiona McIvor on 021 124 6775 during office hours.

Applicants for this position must be eligible to work in NZ.