

# Bowls Surrey



## JOB DESCRIPTION

### Chandler

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

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