



UP NORTH COMBINE LTD

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Job Title:	SECRETARY/TRANSPORT MANAGER	Job Category:	Job Category
Location:	SAPPERS CORNER, HARTLEPOOL	Travel Required:	Travel Required
Level/Salary Range:	£27,400 + EXPENSES	Position Type:	FULL TIME
HR Contact:	HR Contact	Date Posted:	11-08-2020
Will Train Applicant(s):	EXSISTING SECRETARY/TRANSPORT MANAGER WILL TRAIN SUCCESSFUL APPLICANT	Posting Expires:	18-08-2020

Applications Accepted By:

FAX OR EMAIL:

UPNORTHCOMBINE1905@GMAIL.COM

MAIL: UP NORTH COMBINE

SAPPERS CORNER
GREATHAM
HARTLEPOOL
TS25 2EJ

Job Description

ROLE AND RESPONSIBILITIES

SECRETARY:-

- ACTING ON PRESIDENTS ACTIONS/REQUESTS
- BOOKING RACE POINTS
- MONTHLY ACCOUNTS AND YEARLY ACCOUNTS TO ACCOUNTANTS
- RACE RESULTS
- MINUTES OF MEETINGS
- ORGANISING AWARDS EVENING AND TROPHIES
- MAIN KEYHOLDER TO SAPPERS CORNER
- ORGANISING PRIZE CARDS, HAND BOOK ETC

TRANSPORT MANAGER:-

- ORGANISING DRIVERS
- ORGANISING PICK UPS
- WAGES
- MOT & SERVICING OF WAGONS
- MATERIALS
- FUEL

QUALIFICATION

LIST OF QUALIFICATIONS AND EXPERIENCES

PREFERRED SKILLS

MICROSOFT OFFICE, ORGANISING, TRANSPORT, ACCOUNTANCY

ADDITIONAL NOTES

- ADDITIONAL WORK COULD ALSO COME UP THAT HASN'T BEEN STATED ON THE JOB DESCRIPTION
- JOB ALSO DEPENDS ON A SRB CHECK

Reviewed By:	PRESIDENT PAUL SHERGOLD	Date:	
Approved By:	FINANCE COMMITTEE	Date:	
Last Updated By:		Date/Time:	