Part-time Job Roles

Job Specifications

All roles offer the same pay rate of: £15.00/hour, for between 20-30 hours a week, paid every Friday. Fully taxed, full training provided. Laptop is required. No references required for any role. Immediate start available for all roles. **Work shift times**: 9-1, or 1-5 (Mondays-Fridays)

UK residency required

Accounting Assistant (DBS required)

- Creating purchase and payment invoices and adding them to ZOHO Books
- Chasing outstanding debts via telephone and email
- Handling queries arising from credit control activities, and handling PAYE systems
- Accepting payments and issuing payment receipts as required
- Auditing employee time cards, posting payroll in ZOHO Payroll, and issuing payslips

Scheduler Verifier

- Booking and reconfirming appointments via phone and video
- Ensuring that appropriate disclosure information is sent to each delegate
- Verifying and correcting client data
- Uploading and entering in ZOHO CRM
- Submitting daily reports as required

No UK residency required

Training Assistant

- Ensuring new students receive course brochures
- Answering questions regarding courses
- Ensuring the course modules are dispatched
- Conducting training via video using Power Point slides
- Tracking course completions, generating reports.

Social Media Assistant

- Writing captions, selecting images or videos, and planning live posts for Instagram, Facebook, Twitter, LinkedIn, and TikTok
- Responding to comments and messages/posts, and encouraging conversations
- Building a strong online community and maintaining positive brand relationships
- Maintaining word documents consistent with the brand marks, creating logos and other ICONS
- Ensuring all content aligns with the brand's voice, style
- Tracking engagement metrics such as likes, shares, comments.