Part-time Job Roles

Job Specifications

All roles offer work hours of 20 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 time.

UK residency required

Accounts 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

Customer Service Advisor

- Conduct client surveys via phone
- Update database with client information
- Book appointments with clients for various offers

Administrative Assistant

- Enter data into database
- Respond to client queries via phone and email
- Create and edit word documents as required
- Maintain bank of forms and documents

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.