



Traineeship Opportunity Candle Maker Administrative Assistant

Job Tasks:

- Assisting with candle making workshops (preparing for and assisting with the workshops, classes and candle making parties)
- Conduct basic business admin task (printing, social media)
- Meeting, greeting, serving customers (Candle making students and sales customers)
- Able to take payments and handle customer bookings
- Assisting with candle making workshops (preparing for and assisting with the workshops)
- Occasionally attending events and fairs
- Able to supervise junior staff members with their tasks
- Work well within a team

The candidate requirements:

- Have a confident and friendly personality
- Use their own initiative and work independently when required
- Be able to work well with others
- Be well presented and professional
- Have flexible approach

If you would like to apply for role then please submit your CV by email to prosserl@wolvoll.ac.uk