



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION - PUBLICATIONS ADMINISTRATOR

Glamorgan Family History Society was formed in 1974 and over the years volunteers have transcribed and indexed a vast amount of material relating to the county of Glamorgan.

This material has been published as printed booklets, microfiche and CDs and it is planned to offer these also as electronic downloads.

The stock of our publications is currently held at our Aberkenfig Resource Centre (ARC).

Purchases of these products can be made:

- Online via Parish Chest and Genfair;
- By email/post to the Aberkenfig Resource Centre (ARC)/Publications Administrator
- In person at Aberkenfig Resource Centre (ARC) and various fairs.

The role of the Publications Administrator involves the following activities:

- Maintaining stock of publications;
- Liaising with CD production volunteers re stock requirements;
- Processing the orders received;
- Answering queries re availability of products, dealing with refunds;
- Posting publications within agreed time limit;
- Updating stock records;
- Communicating sales/stockfigures to the Society Treasurer.