

Ideal Textiles Job Description Form

Job Description

Job Title:	Part Time Sales Assistant
Reports to:	Assistmant Manager & Owner
Hours of work:	Saturday 9am – 5.30pm & Sunday 11am – 5pm
Salary Range:	£7 per hour
Summary of Position: To assist customers. To download and process internet orders. Stock control. Cash handling	

Primary Responsibilities

Assist customers	Operate EPOS cash register
Locate and process internet orders	Keep shop neat and tidy and restock when necessary
Answer customer queries via telephone, internet or in person	Assist in stock control

Personal Specification

	Essential	Desirable
Qualifications & Training		
Experience	Previous retail experience	IT Skills
Qualities and Attitude	Outgoing, cheerful and friendly	Proactive
Product Knowledge		

Competencies (see Interview Guidance Notes)

Good interpersonal skills	Multi tasker
Clear, effective communicator, on the phone, in writing and in person	Customer service focus

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.