**Job Title: Retail Sales Assistant   
Part –Time (up to 35 hours) to cover Maternity leave from end September 2021**

Retail Assistant Job Purpose:

Facilitating the sale of products or services in a busy family run Garden Centre located near Kington, Herefordshire.  
Till operation, stocking, organising, display & merchandising, marketing, watering & plant maintenance. Selling goods to customers in the store and over the phone.

Retail Job Duties:

* Assist in preparing the store for opening and with closing at the end of the day
* Operating a cash register. Counting out the correct change
* Cleaning and maintaining the shop where required
* Pricing of stock & stocking shelves when a product is running out
* Creating retail displays & promotions
* Communicating with customers over the phone and in person, answering all questions they have about products and the store (training can be given)
* Keeping aware of what types of products are in the store and making recommendations to customers. Recommending helpful alternative when the store doesn't carry the product a customer is looking for
* Deferring to store management when a customer issue proves too difficult to handle alone
* Following procedures like dress code, customer etiquette, safety regulations, and other precautions and requirements
* Lifting heavy items when necessary
* Engaging in appropriate behaviour at all times, representing the business in a positive light
* Processing deliveries. Processing returned items
* Completing tasks as delegated by a superior such as a store manager

Retail Skills and Qualifications:

Cashier Experience, Customer Service, Communication, Team Player, Independent Worker, Attention to Detail, Cleaning, Organisation, Product Knowledge, Stocking, Inventory, Friendly, Helpfulness. Ability to create & use spreadsheets, signage & POS. Knowledge in Gardening useful.   
Engaging in quality Social Media, update websites & newsletters an advantage. GCSE Grade 4 (C) or above in English & Mathematics also an advantage.

Own transport recommended (not essential) as public transport difficult at times. Full driving license holder to carry out customer deliveries in works van an advantage.

Salary & Hours of work:

24 -35 hours per week depending on ability & experience. Monday, Friday & Saturday required. Other days depending on candidate.  
Extra hours will be available during busy times March – June & September - December and also covering for sickness & holiday.

Bank Holiday working required during busy times.

Age related Minimum Wage applies. Ability & experience will enhance rate of pay.

3 week paid qualifying period will commence on starting.