



**REEDS WANTAGE**

## WE ARE RECRUITING!

### We have the following vacancy

**Job Title:** General Assistant (Full Time - Fixed Term - 3 months)

**Overview:** Reeds Wantage are a local independent hardware store serving both retail & trade customers.

**Job Description:** The role of the general assistant is to help the smooth and effective running of the business in the paint and hardware shops. The requirements of the role will be varied both during each day and also from day to day.

**The General Assistant is expected to:**

- Support the activities in both the paint & hardware departments.
- Maintain the sales environment.
- Take sales orders and enquiries.
- Process sales orders.
- Receive goods from suppliers.
- Operate appropriate machinery.
- Assist with stock taking.
- Undertake any reasonable tasks in an orderly and diligent manner.
- Ensure that they are working in a safe and secure manner with consideration for those around them.
- Maintain the highest possible professional standards when dealing with customers and suppliers.

**Responsibilities:**

- Maintain Health & Safety standards within the work place.
- Act in a manner to maintain the good name and reputation of the business.

The role and responsibilities listed above are not exhaustive but illustrative.

**TO APPLY FOR THIS POSITION PLEASE SEND YOUR CURRENT CV TO**

**[jobs@reedswantage.com](mailto:jobs@reedswantage.com)**