



REEDS WANTAGE

JOB VACANCY

Role: Retail Assistant

Closing Date: 7th August 2015

Vacancy details:

This is a permanent, full time role, at Reeds Wantage, 26 Market Place, Wantage, Oxon, OX12 8AE

Reeds Wantage are an independent retailer supplying of paint and hardware to both trade and retail customers, based in Wantage town centre.

We are currently recruiting a Retail Assistant. It is a full time role of 37.5 hours per week which will require working on some Saturdays. The primary function of the Retail Assistant is to facilitate purchases made by the customers. The role requires a highly motivated, customer focussed individual determined to provide an exceptional customer experience. A working knowledge of computers is important.

Principal Duties:

- Processing sales transactions.
- Ensure sales areas are well presented and clean and tidy.
- Liaising with other staff in relation to all shop procedures.
- Receiving stock and checking off against delivery note/invoice.
- Ensuring all stock is rotated and stored in accordance with requirements.
- Helping the progression of special orders in accordance with agreed procedures.
- Ensuring stocks are held appropriately and securely stored and rotated as required.

Essential skills:

- Good interpersonal skills.
- Excellent communication skills both written and verbal with a strong attention to detail.
- The ability to keep calm when working under pressure.
- Basic IT skills, particularly in Excel and Word.
- Good timekeeping.
- The successful candidate should be able to deal with a variety of situations.

Product knowledge and previous retail experience would be an advantage but not essential as full training will be given to the right candidate.

If you think you meet the requirements and demands of this role please apply by submitting a copy of your most recent CV with a covering letter for the attention of Ian Mead to: enquiries@reedswantage.com

Reeds Wantage is an Equal Opportunities employer.

Reeds Wantage is the trading name of:

Reeds (Oxon) Limited
26 Market Place
Wantage
OX12 8AE