



16-22 Commercial Road, Paddock Wood, Tonbridge, Kent. TN12 6EJ 01892 833464

## **SALES ASSISTANT/ STOCK PERSON - SATURDAYS**

**Hours:** A base of 7.5 hours per week on a Saturday. The ability to be flexible as required by staffing and customer levels to cover holidays, sickness and seasonal busy periods an asset.

**Benefits:**

5.6 weeks holiday per year, this includes English public holidays.

Discretionary discount on goods for own use. Staff room inc. free beverages.

**Tasks:**

To give customers a high standard of service. Gain in depth knowledge to assist in giving personal service.

**You will be required to:**

- Pro-actively engage with customer to assist their shopping experience and maximise sales.
- Prepare goods for sale, unpacking, checking, pricing and general stock control.
- Be proficient in completing relevant paperwork/documents.
- Assist with good housekeeping of department, keeping clean, tidy and inviting.
- Work as part of the department team.
- To assist generally in the well-running of the store.
- Have an awareness for personal and company security.
- Be flexible in any department if required.

***The successful Applicant should possess the following qualities:-***

**Adaptable and Reliable:**

Work as part of a team to tackle different situations cheerfully with flexibility.

**Helpful Attitude:**

This position provides a service to customers that the whole store may be judged by. A friendly helpful attitude is essential.

**Trustworthy:**

Accurate Till/Cash handling and stock handling with the utmost integrity.

**Hygiene/Health & Safety:**

Be tidy and smart plus mindful of responsibilities to others and yourself in respect of current legislation.