

<b>JOB TITLE</b>	<b>Retail Sales Assistant</b>
<b>SALARY</b>	<b>Minimum Wage (based on applicant age)</b>
<b>HOURS</b>	<b>19 hours per week – 10am – 2pm, Mon and Tue, 10am – 2:30pm Thurs, Fri and Sat</b>
<b>TERM</b>	<b>25 week period</b>
<b>LOCATION</b>	<b>Isle of Bute</b>

**This post is a funded role through People in Communities – you must be unemployed to be eligible**

#### ACCOUNTABILITY & RESPONSIBILITY

The Retail Assistant is directly accountable to the Business Finance Manager, with support from Fyne Futures Sales & Marketing Manager.

#### QUALIFICATIONS & EXPERIENCE

The post holder will receive an induction, with on the job training in all aspects of retail sales & marketing duties and the safe use of office equipment to Revolve accreditation standard.

- Good general education with demonstrable literacy and numeracy skills
- Familiarity in Office 2010 – word, PowerPoint and excel is desirable.
- Commitment to deliver a high level of customer satisfaction combined with a willingness to learn
- Experience of social media (Facebook, twitter) is desirable
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#### MAIN OBJECTIVES OF POST

To undertake and support retail activities such as rotating stock, price marking, merchandising, maintaining sales and delivery records and dealing with customer enquiries. Building good customer relationships will be a key part of the role. The role will also involve e-marketing via web and social media.

#### PRINCIPLE DUTIES

- Participating in the day to day running of our points of customer connection: principally Re-style shop and Re-use store.
- Keeping the premises and displays clean and tidy at all times.
- Accurately handling cash, cheque and card transactions.
- Follow cashing handling, card payment and banking procedures.
- Assist in changing displays of stock
- Aid in receiving deliveries, unpacking, re-storing stock and complete documentation as per agreed process.
- Support e-marketing via website and social media
- Develop a good understanding of our customers and respond to enquiries by telephone, email or face to face.
- Work as part of Fyne Futures team

**Please contact the Rothesay Job Centre for an application form. Completed forms can be return to Rothesay Job Centre. Alternatively completed applications can be returned FTAO Fiona Zavaroni, Fyne Futures Ltd, 81 Victoria Street, Rothesay, Isle of Bute, PA20 0LG.**