**RETAIL ASSISTANT & PROJECT WORK**

* **Immediate Start**
* **Hours: Saturday 9:45AM – 5PM and up to 12 hours in the week (Flexible)**
* **Wage Rate: TBC depending on experience**
* **4-week trial period.**

**Job Description**

Retail Assistant

* Conducting sales and providing advice to members of the public regarding the fitting of, safety, and use of all American Football equipment.
* Assisting with phone enquiries. Such calls are likely to concern product sales, advice on products, and information about returns and exchanges.
* Oversee and organise the re-stocking and pricing up all areas of the shop as items are purchased.
* Organise the picking of orders placed online on Friday evenings and throughout the day on Saturday.
* Communicating all relevant information over to the weekday team.

Project Work

Ad-hoc tasks to be completed when no customers are in store. This will vary from:

* SEO improvements to our back offices (UK & EU sites),
* research work for future business growth,
* stock taking,
* handling deliveries,
* barcoding of products in the warehouse.

The successful candidate will be required to attend 3 training days before completing the first Saturday shift. This will be on weekdays.

Skills required from candidate

* A history within the sport of American Football would be preferable. This will help in becoming familiar with the range of products, and be confident in selling them to customers.
* Experience in sales and customer services is preferable, as the candidate will be a key sales advisor during our busy Saturday opening hours.
* Strong attention to detail.
* Excellent communication skills.
* Ability to learn new product information efficiently, and transfer this knowledge to the customer.