



Person Specification

Sales Assistant (mobile)

Essential and Desirable qualifications, skills, abilities, experience and knowledge requirements

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Experience		
Previous experience in a similar role	✓	
Skills and abilities/competencies		
Excellent organisational and time management skills with the ability to multi-task	✓	
Ability to prioritise and work under pressure to complete tasks	✓	
Excellent communication and interpersonal skills	✓	
Ability to support and promote online sales by recognising suitable items and assisting with the IT process	✓	
Good observational and monitoring skills to manage risk and act accordingly	✓	
Ability to work independently and as part of a team	✓	
Good supervisory skills to direct and monitor volunteers	✓	
Electronic cashier skills and a sound understanding of daily sales reports	✓	
Knowledge		
Working knowledge of Gift Aid within a retail setting		✓
Personal attributes		
To possess a 'can do' attitude and have a logical approach to problem solving	✓	
Confident driver, flexible with regard to area and hours according to the demands of the role	✓	
Be prepared to learn new skills and apply to working practice	✓	
To be passionate about and committed to a charity which supports older people	✓	