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**ROLE DESCRIPTION**

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| Job Title: | Assistant Shop Manager |
| Current Department Name: | Retail |
| Current Location: | Based in Ballymena |
| Contractual Status of Role: | Permanent |
| Hours: | 21 hours (3 days – 9:00am – 5:00pm) |
| Current rate of Pay: | £9.56 per hour |
| Job Title of Line Manager: | Shop Manager |
| Job Purpose: | To work under the supervision of the Shop Manager in the fulfilment of tasks as required |
| Main Responsibilities/ Deliverables: | * Greeting customers and assist shoppers to find the goods and products they are looking for * To accept, sort, price, store and display merchandise/ donations * Being responsible for processing payments and ensuring Gift Aid donations are recorded accurately * Keeping the store tidy and clean * Attending appropriate training, as required * Working flexible hours on a rota basis which may include Saturday as required * Responsible for opening and closing of premises during trading hours * Any other duties that may be required by the Shop Manager. |
| Experience: | * Experience of cash handling * Experience within the retail sector (desirable) |
| Skills: | * Excellent interpersonal skills |
| **Notes:**   * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*** * ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*** | |