

Part Time Assistant Shop Manager

The Plymouth Drake Foundation is a charity that supports local people in Plymouth.

We are recruiting for an enthusiastic Assistant Store Manager to join the team in our shop in Plymstock, taking responsibility, with support of an experienced Store Manager, for the shop, staff and volunteers, ensuring sales are achieved and everyone who walks through the door receives a great service.

You should be commercially minded with retail experience, someone who enjoys leading from the front, motivating people and driving sales through commercial awareness and inspirational customer service all whilst making a difference to the people of Plymouth!

Responsibilities will include:

- Helping the Shop Manager drive the success and profitability of the store, covering for management when necessary
- Leading by example, offering excellent customer service levels at all times
- Displaying goods effectively and maintaining the shops appearance
- Recruiting, supporting and training the volunteers in the shop, as required by the Shop Manager
- Encouraging engagement in the shop and the work of the Plymouth Drake Foundation
- Generate stock donations to meet sales requirements
- Operating the till and accurately handling cash and credit/debit card transactions
- Assist in changing displays of shop stock
- Receiving and sorting donations and replenishing stock
- Being vigilant at all times and to help minimise stock loss
- Answering general customer enquiries in a polite manner

The ideal person will:

- be a confident, enthusiastic team player
- be self-motivated
- be able to lead a team of volunteers
- be able to deliver excellent customer service to all of our customers
- be flexible
- be able to do extra hours when required
- eligible to work in the UK
- have some knowledge of social media

Previous retail experience would be an advantage but training will be given

This is a permanent part time role working 11 hours per week in a busy local charity shop and will include Saturday mornings plus one full day per week (to be agreed). National Minimum Wage/National Living Wage will apply plus 28 days annual leave pro rata.

The successful person will also be required to help cover the shop when the Shop Manager is on annual leave.

If you are interested in applying for this role then please contact Caroline Perry at office@plymouthdrakefoundation.co.uk for an application form and job description or phone 01752 764455

Closing date for applications: 31st March 2020