

Job Description for Retail Assistant

Job Description	<p>Exciting opportunity for a Retail Assistant to join the Rediscovery Centre’s Dynamic Team. Reporting to the Centre Director, the Retail assistant will help with the smooth running of the Ecostore. Key to role will be ensuring all customers have a memorable and exceptional retail experience. Duties will include but not be limited to;</p> <ul style="list-style-type: none"> • Developing and delivering customer experience • Effective visual merchandising • Identification of new products, suppliers and outlets • Supporting Startups • Committing to the ethical and environmental ethos of store • Marketing and PR • Stock management, accounts and procedures • Cash handling and stock control • Maximising sales and continually challenging business targets
Person Specification	<p>The successful applicant will have a relevant FETAC level 5 qualification or previous sales or retail experience. Strong communicator with the ability to articulate messages clearly, listen to others and engage with people in a sales context. A keen interest in retail and willingness to learn is essential. Other required skills and attributes will include;</p> <ul style="list-style-type: none"> • You will be highly motivated and energetic • Enjoy working in a fast paced environment and thrive under pressure. • A strong work ethic and thrive for Success • Retail & cash handling experience • IT literate • Stock management and experience of POS systems (desirable) • Excellent level of customer service • Good communication skills – both written and verbal • Keen eye for detail • Positive attitude & flexible • Willingness to learn and participate in employee progression programme
Reporting to	Centre Director, CEO & Board of Management
Location	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
Hours of work	40 hours per week over 7 days (to be agreed with the successful candidate) Initially Monday – Saturday. Must be available to work weekends
Salary	€24,000 per annum. Commensurate with experience
Other	The Rediscovery Centre is committed to the personal and professional development of all staff. Training and education will be supported. Garda vetting required.
Eligibility	Person in receipt of Jobseeker’s Benefit (JB), Jobseeker’s Assistance (JA), One Parent Family payment (OPF) or the Jobseeker Transitional Payment. Must be eligible to work in Ireland