

Job Description for Retail Assistant (part time)

The Rediscovery Centre is an eco-destination and the national centre for the circular economy. Our vision for the centre is to grow as a visitor attraction and educational space where we will engage with people from any background and promote the creation of a clean, safe environment. This role is key to that vision and will be integral in achieving this.

Job Description	<p>An exciting opportunity for a Retail Assistant to join the Rediscovery Centre's dynamic team. Reporting to the Retail Supervisor, the Retail Assistant will help with the smooth running of the Ecostore.</p> <p>Key to the 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 Start-ups • 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.</p> <p>Other required skills and attributes will include;</p> <ul style="list-style-type: none"> • A high level of motivation and energy • Enjoy working in a fast paced environment and thrive under pressure. • A strong work ethic and thirst for Success • Retail & cash handling experience • IT literate • 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 • Stock management and experience of POS systems is desirable
Reporting to	Retail Supervisor, Centre Director, CEO & Board of Management
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
Hours of work	20 hours per week. May include weekend work
Salary	DOE