



**St Barnabas
House**

Retail Sales Assistant – Broadwater

Salary: £4,928 pa – 15 hours per week

Our 15 county wide locations and Distribution Centre provide us with one of our most important revenue streams, and pride themselves on offering quality items and friendly helpful service.

Reporting to and working alongside the Shop Manager at our new store in Broadwater, you will be able to work independently and as part of a team and will be responsible for the smooth and efficient running of the shop and deputising in the Manager's absence. Responsibilities will include:- generating sales and maximising profits, receiving and sorting donated stock, liaising with the Distribution Centre with regard to stock donation and supply; provide an excellent level of customer service; help manage stock control and display; supervising volunteers and van crew as appropriate; ensuring security of shop and staff and that statutory regulations are met. IT skills would be most desirable. Previous retail experience would be an asset.

Please quote reference: Ref: RSA/0710.

Closing date: Thursday 12th August 2010 @ 1pm.

Application packs are available from the HR department, telephone 01903 524139 (24 hours) or email hr@stbh.org.uk quoting the appropriate reference number.

No agencies please.

Registered charity number 256789

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