**Retail Store Assistant**

**Shannon Heritage**

**(Seasonal Position)**

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| **Role Purpose:** |
| The Retail Store Assistant’s primary duties include merchandising, processing inventory, resolving customer issues, and keeping the area orderly. |
| **The Role:** |
| **Responsibilities include, but are not limited, to the following:**   * Receiving and verifying the quality and quantity of new shipments. * Maintaining the highest level of visual merchandising and store conditions. * Coordinating with clerks to replenish items on the floor. * Keeping the store fully stocked. * Use stock scanning guns and inventory software to check in each order and stock neatly. * Processing retail stock orders and receipts on internal purchasing system * If required assist clerks to process and receive shipments. * Keeping the floor organized according to standards. * Prioritizing tasks to maximize efficiency. * Take part in relevant training. * Any other duties that may be assigned. |
| **Essential Requirements:** |
| * Previous experience in a similar role. * Good communication and organisational skills. * Attention to detail. * Strong interpersonal and problem-solving skills. * In-depth knowledge of stocked merchandise. |

**PLEASE NOTE:** from time to time the Company may ask you to do other reasonable tasks not stated within this job description but commensurate with the position. The Company also reserves the right to review and update this job description to reflect the changing needs of the job. However, any significant changes will be discussed in consultation with you.