



JOB DESCRIPTION

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| Job Title: | Sales Assistant – Gardening & Seasonal |
| Location: | Galgorm |
| Reporting to: | Assistant Manager |
| Hours of work: | Average 30 – 35 hours, rota basis including a Saturday. |
| Duration: | Permanent |
| Closing Date: | TBC |

PURPOSE OF THE JOB

The Sales Assistant will report to the Assistant Manager (Gardening & Seasonal) & work across the Gardening & Seasonal dept within the centre, providing assistance and support to both customers and colleagues, ensuring great service is delivered and the centre high standards area maintained.

MAIN DUTIES AND RESPONSIBILITIES

- Providing exceptional service to customers in the centre, to deliver upon our reputation for quality.
- Acquiring product knowledge and attending relevant training as required, utilising such knowledge to provide recommendations and help customers find the best product for their needs.
- Assist customers with purchases, including helping them to their cars with heavy goods.
- Merchandising & replenishment of all stock in the Garden Shop.
- Assisting in the storage areas, ensuring they are kept clean, tidy, organised and safe at all times, in line with company standards.
- Offloading deliveries, including using forklift truck and pallet trucks to assist with incoming deliveries.
- Building furniture and BBQ's and seasonal displays as required.
- Van driving, when required, delivering customers items purchased in store and online.
- Perform any other duties as may reasonably be required from time-to-time.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.



Personal Specification

Sales Assistant – Gardening & Seasonal

ESSENTIAL CRITERIA - PLEASE DEMONSTRATE ON APPLICATION FORM

1. Previous experience of working within a similar retail environment.
2. Experience of using EPOS/ POS (electronic point of Sale Systems) such as Opsuite.
3. Willing to undertake the following training - manual handling, forklift & pallet truck
4. Strong communication skills & ability to use initiative.
5. Can demonstrate great communication skills.
6. Must be available to work on a rota basis, including every Saturday.
7. Applicants must be minimum of 21yrs of age.
8. Full, valid UK Drivers License.

DESIRABLE CRITERIA - IF APPLICABLE PLEASE DEMONSTRATE ON APPLICATION FORM

1. Previous work experience in a role which involved building furniture & BBQS, or other similar products.
2. An interest in gardening & outdoor living.
3. Experience of working within a customer facing role.
4. Experience of forklift & van driving.

ADDITIONAL INFORMATION

Closing date: The closing date for applications TBC. Applications received after the closing date and time will not be considered.

Reserve: A waiting list may be created for this vacancy at the interview stage for any similar vacancies that may arise within the next 6 months.

Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.