



## **Retail Assistants**

### **Job Specification**

- Greeting customers who enter the shop.
- Be involved in stock control and Pricing
- Assisting customers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Assisting with company stocktake and cycle counting
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Balancing cash registers with receipts.
- Dealing with customer refunds.
- Keeping the store tidy and clean, this includes hoovering and cleaning
- Attaching price tags to merchandise on the shop floor.
- Assist with security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
- Receiving and checking off deliveries
- Assisting Customers at Heraldic Desk
- Assisting with Baggage storage
- Keeping up to date with special promotions and putting up displays.
- Follow all company policies and procedures
- A working knowledge of all aspects of the Retail operation
- Mopping the floor/ use of floor cleaning machine

To apply for this role, please complete Recruitment Application Form found on [www.shannonheritage.com/careers](http://www.shannonheritage.com/careers) and email to [hr@shannonheritage.com](mailto:hr@shannonheritage.com)