**JOB DESCRIPTION**

**JOB TITLE:** Warehouse/Showroom Assistant

**SALARY;** National Living Wage £12 Hour

**HOURS:** 16 Hours Week

**LOCATION:** Rhyl – Preloved Furniture Warehouse.

**RESPONSIBLE TO:** Store Manager

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Available across 5 days a week including Saturdays on a rota basis in the St Kentigern Pre-Loved Warehouse Rhyl. The warehouse is predominantly furniture based. Handling furniture and driving the works van on a daily bases would be required in this role.

This is a Multi-skilled Job role across a variety of departments.

**Responsibilities include**

* Sorting and pricing merchandise and clothes in preparation for sale
* Working with volunteers helping to direct and manage work load accordingly
* Being a responsible key holder
* Drive sales, and adapt to change quickly.
* Multi-skilled Job role across a variety of departments. Assisting with customer deliveries, Sales floor and customer facing, EBay Sales. Sorting Merchandise ready for Shop dispatch.
* Driving licence essential to support delivery’s in company van.

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**Professional**

* Retail experience will be an advantage.
* Good communication skills.
* Strong merchandising skills
* To be able to drive sales, and react to change quickly.
* To keep accurate records as per instruction.

**Personal**

* To support the volunteers and liaise with the Store Manager.
* To assist volunteers in representing the Hospice in an appropriate manner.
* Hold a clean driving licence
* The ability to work flexibly including some weekend work.
* Welsh speaking (desirable) but not essential.

**Health and Safety**

* To co-operate actively in achieving the aims of the Hospice’s Health and Safety Policy and to ensure all relevant Health and Safety procedures are adhered to.

**General**

* To adhere to all relevant Health & Safety Policies and Guidelines.
* To uphold the ethos and good name of the hospice at all times.
* To undertake any other reasonable duties as may be requested.

Please note: this role is subject to a DBS check and two references will be required