

STAFF WANTED - Sales Assistant

We are looking to recruit an enthusiastic and keen individual to join our team here in York. The position will be working approximately 15 hours per week including weekends on the shop floor. Flexibility is required in the days you will work to help cover holidays and busy periods.

Cover is required May 2018-April 2019

You will receive statutory holiday entitlement and your hourly rate will meet National Minimum Wage requirements and be paid monthly into a UK bank account and be subject to tax and NI.

You should know how to knit and ideally crochet too and have a keen interest in textile crafts and its industry.

Duties will include:

- Serving and attending to customers
- Giving technical advice on the different yarns, patterns and items we stock
- Keeping the store, workshop and back of house areas clean and tidy
- Answering telephone calls and queries
- Cash and card handling
- Re-stocking shelves
- Liaising with staff, tutors and our other shops
- Writing, reading and responding to emails
- Using own initiative to arrange the shop to appeal to customers
- Window dressing
- Receiving deliveries
- Using Epos system to handle sales and refunds; receive and send stock; creating end of day reports and banking (training given)
- Stocktaking
- Taking bookings for workshops
- Adhering to the company's policies
- Preparing the workshop for events
- Preparing mail orders
- Ability to work alone
- Ability to lift, carry and organise stock
- Anything else required to ensure the smooth running and security of the shop

If you are interested and can commit to the conditions outlined above you must apply in writing by email or post to **Liz Knight** at the details given below. Please include your CV and covering letter stating why this position would be perfect for you. Ensure you have included contact details for yourself and two people who can provide a reference.

We hope you have what it takes to join our team here at Knit & Stitch

Kindest regards,

Liz Knight

