

Person Specification



Job Title: Assistant Shop Manager

Department: Retail

Location: 2/3 Shops in a local area

Responsible to: Area Manager

Attributes	Essential	Desirable
Educational / Professional Qualifications	Educated to GCSE standard or equivalent.	Retail or customer service qualifications/Training
Previous Experience	Experience of dealing with customers and providing excellent customer care. Knowledge of selling and merchandising. Experience of working in a retail environment. Experience of working with financial targets.	Experience of recruiting, managing, and motivating a team. Experience of working in Charity retail. Experience of supporting the recruitment of volunteers.
Skills and Attributes	Organisational and prioritising skills. Ability to work independently and as part of a team. Numeratorate with the ability to calculate figures and competently undertake administration. Ability to motivate self and others. Resilience. Professional. Creative.	Possess an interest/awareness in fashion trends. Proactive and able to use initiative to determine appropriate actions to drive sales.

Other	<p>Must be mobile to travel to 2/3 local shops.</p> <p>Must be flexible if change of base location is required at short notice.</p> <p>Working three out of four Saturdays, Bank Holidays and Sundays as required.</p> <p>Willing to act as key holder.</p> <p>Able to lift heavy and/or bulky items.</p>	<p>Clean driving licence</p> <p>Access to own transport</p>
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