

Job Title:	Store Manager	Reports To:	Business Owners
Location:	Alnwick	Duration:	Permanent
Salary:	£19,000 - £21,000 pro rata Depending on Experience	Position Type:	Part Time –30 hours per week
Contact:	Emily Pringle	Date Posted:	4 May 2022
Will Train Applicant(s):	Training can be provided.	Posting Expires:	When filled
External Posting URL:	<a href="http://www.notesofnorthumberland.co.uk/careers">www.notesofnorthumberland.co.uk/careers</a>		
Applications via CV to:			
<b>EMAIL</b> <a href="mailto:info@notesofnorthumberland.co.uk">info@notesofnorthumberland.co.uk</a> Subject Line: Store Manager Application		<b>MAIL:</b> Notes of Northumberland Ltd 3 Fenkle Street Alnwick NE66 1HW	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We are looking for an experienced store manager with a flexible ‘can-do’ attitude and excellent customer service skills to join our small team managing our Alnwick Town Centre store as our business grows. This is a unique and diverse role and will suit energetic and dynamic candidates looking to develop new skills.</p> <p>The role includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Maximise shop sales through creation of a friendly customer focussed environment.</li> <li>• Delivering an exceptional level of customer service face to face, over the telephone and to online customers.</li> <li>• Operate the till and accept payments by cash, credit and debit card. Manage the cash management process including cashing up, petty cash and banking.</li> <li>• Inventory management including ordering stock, managing deliveries, stock rotation and maintaining quality of finished goods.</li> <li>• Merchandising the retail space creatively and in line with company standards.</li> <li>• Ensuring the premises, in particular customer facing areas, are kept clean and tidy.</li> <li>• Day to day management of more junior staff including recruitment, training, preparing rotas and signing off timesheets and holidays.</li> <li>• Provide demonstrations of the manufacturing process to customers.</li> <li>• Be an ambassador for our business.</li> </ul>			

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

We require applicants to have at least 5 GCSE's A\*/9 to C/4 or equivalent including Maths and English.

## PREFERRED SKILLS

- First class customer service skills.
- Outstanding communication and listening skills.
- Ability to work as a team and lend a hand in any area of the business as and when required.
- Ability to follow instructions and recipes exactly with meticulous attention to detail.
- A creative flair and ability to produce products that meet the high standards associated with our brand.
- Ability to be flexible and work shifts that support our hours of business, including weekends and public holidays.

## WHAT YOU'LL GET

- A pro-rata salary of between £19,000 and £21,000 depending on experience.
- Option to join a workplace pension.
- 5.6 weeks paid holiday.
- 40% Discount on all products.
- Opportunity to develop your career and take on new challenges as the business grows.

Last Updated By:

Emily Pringle

Date:

4<sup>th</sup> May 2022