



Retail Admin Assistant Person Specification and Job Description

Megan Bunce | 18/12/2024

Job Description:

Job Title	Retail Admin Assistant
Job Purpose	Support in the administrative tasks of the retail section of the depot climbing
Salary	£12.50 per hour
Hours of work	16hrs per week
Reporting to	Retail Manager
Key Responsibilities	<ul style="list-style-type: none">● Website administration (Picking, packing and updating products)● Epos till administration● Stock management and auditing● Supporting in creating monthly reports
Role Description	<p>Working alongside the retail team and the team at the Big Depot Manchester site to provide a high level of customer service to the online side of the depot shop. You will also be providing high-quality data entry and auditing support to the retail manager.</p> <ul style="list-style-type: none">● Constantly provide the highest levels of customer service with positivity and enthusiasm● Assist with daily and weekly administrative tasks for the depot retail sector as a whole.● Assisting with the administration of new products and the season changeover.● Support the retail manager by doing initial tasks when necessary.● Any reasonable ad-hoc duties

Person Spec:

Skills	Good IT skills Ability to work to deadlines and under pressure. Good organizational skills Good oral and written communication skills Good mathematical skills
knowledge	Google workspace including Google sheets and excel. Working knowledge of climbing products and the depot shop ranges
Experience	Experience with Depot climbing systems and experience in administrative positions Previous retail and customer service experience
Qualifications	Must have GCSE Maths and English C or above (or equivalent) GCSE IT
Personal Attributes	Ability to function effectively working alone and as a team. A keen eye for detail and an ability to plan their time effectively to accommodate all tasks assigned to them.