

Job Description

Job Title: Part Time Boutique Assistant	Department: Boutique	Reporting to: Boutique Manager
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Aim of the role

To sell and promote all products within the Boutique, ensure all areas are maintained to the highest standard and that stock is regularly replenished as and when needed

Responsibilities

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- Active participation in all aspects of stock takes
- Be competent in all aspects of Alacer and ensuring system updated
- To be up to date with the use of SAGE and other computer programmes required for the role
- Proactive in marketing the boutique to internal and external customers
- Deal with customer orders/ faulty items
- Re merchandise the shop regularly discussing proposed moves with manager
- Actively work towards our monthly sales target, and recording daily sales results
- Check all products are on display
- Ensure the Boutique is clean and tidy at all times
- Ensure all stock is priced correctly
- Ensure all handover notes and essential materials are ready for use prior to finishing the shift

THIS PERFORMANCE ROLE GUIDE IS NOT EXHAUSTIVE, NOR IS IT MEANT TO BE. ADDITIONAL ITEMS MAY BE INTRODUCED WHERE NECESSARY.

As the current post holder of this Performance Role Guide, I confirm I have read and understood the duties of this role.

Name (please print) _____

Signed: _____ Date: _____