

JAC Distribution Ltd.

(Wholesale & Retail Distributors)

<u>Wholesale Operations</u>	<u>Accounts, Retail Branch, Warehouse & General Offices</u>	<u>Retail Branch</u>	<u>Retail Branch</u>	<u>Retail Branch</u>
Office 37 Parliament Street Ramsey Isle of Man IM8 1AT Tel: 01624 816828 Fax: 01624 818011	The Ramsey Warehouse 37 Parliament Street Ramsey Isle of Man IM8 1AT Tel: 01624 813092 Fax: 01624 818011	JAC Stores – Castle Street 8-8a Castle Street Douglas Isle of Man IM1 2EU Tel: 01624 625720 Fax: 01624 671164	JAC Stores – Strand Street Unit 3, 21-25 Strand Street Douglas Isle of Man IM1 2EF Tel: 01624 622154 Fax: 01624 618365	Homestores of Castletown 5 Arbory Street Castletown Isle Of Man IM9 1LH Tel: 01624 822148 Fax: 01624 822148

Job Description – Seasonal Store Assistant

JAC Stores - Ramsey

The basic full time hours are 9.00am to 5.30pm for 5 days a week, Monday to Sunday. Saturdays and Sundays are worked on a rota basis. Due to the time of year, you will also be required to work some evening hours and start earlier in the morning (worked on a rota basis). This is a seasonal vacancy until 24th December 2020. Employment may be extended past the 24th December if it suits both parties.

This position requires someone who is able to be flexible in their role and enjoys doing a variety of different tasks every day. You will also play a key role in enhancing the customer experience by providing excellent customer service.

The main aspects of this position are:

- Actively greet, welcome, and communicate with customers, providing excellent and friendly customer service.
- Stocking up the sales areas within the store and merchandising customer areas.
- Keeping the store clean, tidy and well merchandised.
- Show a good level of flexibility and function. The job holders will cover Customer Service roles, work at the shop counters using an electronic till system and sell and promote our products. Computer experience is not essential, as full training will be given.
- Working in the stock rooms, putting away stock and picking web orders/store replenishment lists.
- Delivering customer orders when required (use of own vehicle is not required for this).
- All team members are expected to adhere to our store standards and policies.

A full, clean driving licence is required to enable you to undertake customer deliveries.

Lunch break is either half an hour or one hour between 11.30am and 2.30pm.

The above is meant as a general guide, and variations will be notified to you by a supervisor.

Applications will only be processed upon receipt of a completed Application Form which are available online.