



## PERSON SPECIFICATION

### Sales Assistant

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE A-C Level or equivalent</li> <li>• Excellent numeracy and literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 3 in Retail Management or equivalent qualification or work experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Computer Literate</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Health and Safety</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to motivate a team</li> <li>• Working with the public</li> </ul>	<ul style="list-style-type: none"> <li>• General Admin</li> <li>• Retail background</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work within a team</li> <li>• Good communication</li> <li>• Ability to plan ahead</li> <li>• Evidence of excellent customer service skills.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to work with minimal supervision, taking responsibility for your own work and that of volunteers</li> <li>• Positive attitude to all aspects of work</li> <li>• Target driven</li> <li>• Flexible attitude to work</li> <li>• Approachable and friendly manner</li> </ul>	Experience working with Volunteers