

## **Job Description for Stores Assistant (part time)**

<b>Job Title:</b>	Stores Assistant <i>Experience in this role is not essential</i>
<b>Responsible to:</b>	Branch Manager
<b>Responsible for:</b>	No staff
<b>Based:</b>	Banbury Building Branch
<b>Hours of work:</b>	25 hours per week (Monday to Friday) specific hours to be confirmed
<b>Job Purpose:</b>	To deliver exceptional customer service to ensure customer satisfaction.

### **Stores Assistant - Key responsibilities and accountabilities:**

- Contribute to achieving branch performance targets.
- To ensure adequate stock levels on shelves and carry out stock checks when required.
- To assist with checking goods in and take action when required.
- To maintain an up to date knowledge of products in order to deliver exceptional customer service.
- Support marketing campaigns and promotions to ensure the maximum benefit is gained.
- To monitor the general housekeeping of the counter and trade shop area and ensure that all company health and safety policies and procedures are adhered to.

### **Person Specification**

**John Nicholls is a family run business that has been established for over 50 years. Whilst the company has expanded over the years with a current turnover of £50 million, the company's family values remain embedded within the organisation, always ensuring constant delivery in terms of both the quality of its products and its customer service.**

### **Company person specification**

- Committed to delivering the best possible customer service

### **Further responsibilities**

- Adhere to all company policies and procedures, to include the Company Dress Code Policy, Standards of Performance Policy and Health and Safety Policy.