



Job Advert

The Greenhouse Effect (GHE) is looking for a Retail Sales Assistant to join its growing team at its site in Milton Keynes

GHE is a family owned and run business, and since incorporation 20 years ago, it has grown to a market leader in its industry. The business's growth is a result of the first-class customer service and expert advice offered to all customers by its dedicated and loyal team of staff.

Job Description

Job Title – Retail Sales Assistant

Job Purpose – To work with the existing team to manage the company's trade counter

Working Hours - GHE is open 7 days a week, the role is 5 days a week including weekend working on a cyclical basis. Opening hours are 09:00 to 17:30 Monday to Friday, 09:00 to 17:00 on a Saturday and 10:00 to 15:00 on Sundays.

Reports to – Senior Sales Manager

Start date – Immediate

Essential skills and attributes

- Customer facing retail experience
- Relevant industry experience is preferable
- Knowledge or interest in horticulture is desirable
- Experience of grow room management/maintenance, preferable but not essential
- Must be a team player
- Good communicator
- Takes pride in providing first class customer service
- Flexibility in working patterns to accommodate team holidays, Sunday openings, year-end stock take etc
- Capable of meeting the demands of a fast-paced retail environment
- Comfortable in manual handling and heavy lifting
- Working knowledge of applicable Health & Safety legislation

Key Duties

- Deal with customers, Sales/returns/queries and offer expert advice in response to customer queries
- Process transactions using the company's EPOS system
- Stock management, replenish trade counter stock and identify items to re stock
- Assist warehouse manager and retail team in picking/packing orders when required
- Grown room maintenance and management
- Work with accounts department and operations to ensure any erroneous deliveries are managed correctly
- Support the mail order team with picking/packing orders if necessary
- Work with the digital team to input into digital content
- General duties as requested by management

I Confirm I understand the requirements of this role and key duties set out in this job description

Job Holder Signature

Manager Signature

01908 585283 email accounts@ghedirect.co.uk

Unit 12 Torc: MK, Chippenham Drive, Kingston, Milton Keynes, MK10 0BZ

Company Reg: 4387782, VAT Number: 801828248

