

Sample job description:

Organisation:	<p style="text-align: center;">Klothes for Kids</p> <p style="text-align: center;">2 New Road</p> <p style="text-align: center;">Newtown</p> <p style="text-align: center;">NE1 W0N</p> <p style="text-align: center;">Phone: 07 3952 5013</p> <p style="text-align: center;">Email: nbrown@kfk.com</p>
Position:	Trainee Sales Assistant
Reporting to:	Andy Brown - Manager
Duties:	<p>The trainee will be required to undertake the following duties:</p> <ul style="list-style-type: none">• advise clients on products• sell products• handle cash transactions• reconcile takings• arrange merchandise• maintain displays• assist with stock take• participate in store security.
Qualifications:	GCSE in at least 2 subjects
Selection criteria:	<p>The trainee must be able to:</p> <ul style="list-style-type: none">• communicate information clearly• carry out basic financial transactions• work in a team• work with colleagues and customers from a range of cultural backgrounds• demonstrate a professional approach to the workplace- present well, be punctual, reliable, honest• be creative and innovative. <p><i>Desirable</i></p> <p>It would be desirable if the trainee possessed the following:</p> <ul style="list-style-type: none">• a knowledge of, or previous experience in, retail work• a first aid certificate• experience with a retail software computer package.
Working hours:	<p>Klothes for Kids operates:</p> <ul style="list-style-type: none">• Weekdays from 10.00 am – 5.30 pm and• Saturdays from 10.00 am – 3.00 pm.