## ****Retail Sales Assistant****

We are looking for a good retail Sales Assistant to help customers identify and purchase products they desire. Sales assistant duties include selling, restocking and merchandising. The goal is to provide high class customer service and to increase franchise company’s growth and revenue through sales maximisation.

## ****About the company****

This well-established Mail Boxes Etc. franchised business operates 5 Stores all in Central/West London

## ****Responsibilities include:****

* Welcome and advise customers
* Ensuring high levels of customer satisfaction through excellent sales service
* Maintaining outstanding store condition and visual merchandising standards
* Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
* Maintaining a fully stocked store
* Handle payments
* Arrange ordering and delivery
* Receive deliveries from [suppliers](https://www.totaljobs.com/careers-advice/job-profile/retail-jobs/supply-chain-job-description)
* Keep the shop floor clean and tidy

## ****Skills****

## Data Entry, good spoken & written English, Understanding the Customer, Customer Focus, Informing Others, Smart, Attention to Detail, Professionalism, Microsoft Office Skills, Teamwork, Ambitious

## ****Hours****

## **40 hours a week (sociable) plus overtime available (no night work or beverage work )**

## ****Salaries****

## **£7.85 per hour plus commissions overtime to be paid @ £11.77 per hour circa £18K-£20K PA\***

## **\*starting salaries**

## **Download the Job Description below and apply by emailing a CV/or application form to:** [dorota@mailboxes-lbs.co.uk](mailto:dorota@mailboxes-lbs.co.uk)