



Job Title: Part Time Retail Assistant

Location: York

Hours 16 to 20 hours per week over 5 days, currently weekdays only, between 09.30am – 17.00pm

Salary Meets minimum wage requirements

About the Business

Leading labels is an organisation that opened its doors in 1988, providing a range of branded Womenswear and Menswear. With 30+ shops across the UK and abroad and with a clear ambition to extend the business, now is an exciting time to join the team.

The Job

As a Retail Assistant, you are the face of Leading Labels. Your role will involve delivering a high-quality service, advising customers on our vast range of products, finalising the sale, giving each customer a lasting impression to come back for.

Your main role will be: -

- Help maximise sales through excellent service to encourage return of business.
- Advise customers on our range of products to meet customers individual needs.
- Deliver a fantastic customer service experience to every customer, sharing your warm personality and genuine enthusiasm for our products.
- Take pride in making sure our products always look amazing, processing deliveries and replenishing stock quickly.
- Maintaining a clean & presentable sales floor area.
- Handling cash, using tills and Point of Sale (POS) equipment.
- Maintaining merchandising stands and tidying item displays
- Deal with customers returning and refunding items

The role will also include: -

- Light warehouse duties, receiving returns stock from stores & sending replenishment orders.
- Picking, packing & sending individual parcels to stores & customers.
- Basic office tasks, answering email & telephone calls.

Qualifications and Skills

Ideally you will have experience within the retail industry, but it is not essential as training will be given. We need a self-motivated and open-minded team member, with an enthusiasm for fashion and customer service. You will be flexible in your approach to assist with additional hours when necessary and be positive and proactive and naturally motivated to complete tasks to a high standard. We require you to be computer literate to a proficient level as the role will involve using, point of sale systems, e-mails, basic word processing & spreadsheet software.

Benefits

Leading Labels prides itself on its team orientated culture & ensuring that all staff have the opportunity to reach their full potential.

- 29 days holidays pro rata
- Nest Pension Scheme
- Up to 20% staff discount

Application Process

Please send a covering email with your CV explaining why you would be a good candidate for the position to customerservices@leading-labels.com or call into the store.