

This position is a salaried position at £17,306 per annum rising to £18,226 at a successful review after three months employment. Pay may be higher for a suitably qualified and experienced candidate.

We also excellent bonus schemes, which will enhance your salary, after a qualifying period. Five weeks paid holiday plus 8 statutory Bank Holidays (or time in lieu).

It may be that applicants have significant retail jewellery experience or this may be a first post working in jewellery.

An ideal opportunity for someone wishing to take a first step in retail management. Our policy is that all staff are involved in all aspects of the running of the shop. The assistant manager/ess will therefore gain broad experience giving support to the manager and the rest of the team to fully develop the shop.

You will be involved in preparing displays, stock control, advising customers, cash handling and all administration procedures of the shop. You will also take an active role in maximising the performance of the shop through liaison with your manager and the rest of your colleagues. Your work will include supporting the manager in the following roles:-

Organisation and display of stock including stock control, Staff administration including preparing work rotas and training, Cash handling and banking.

Liaison with head office and Centre management and staff, Ensuring a high standard of service is provided at all times, The establishing, and maintenance of, a degree of organisation that will ensure the attainment of maximum sales potential of the shop.

The person appointed will have a positive attitude to work, colleagues and customers. We are looking for someone who can maximise the full potential of this shop by his or her own enthusiasm and effort.

TRAINING

The assistant manager, after a settling in period, will be expected to study towards the JET1 qualification of the National Association of Goldsmiths. This is a well-respected correspondence style course, which involves home study, and it can lead on to a full Retail Jeweller's Diploma Course. The company will pay all fees and provide support

and books for the Jet 1 course on the understanding that it will be followed through to completion.