

**PERSONNEL SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Education/qualifications/special training</b>                      A least 3 GCSEs or equivalent at grade C or above including Mathematics</p> <p>Full UK drivers' license</p> <p>Specific Sales or Marketing Qualifications</p>	<p align="center">X</p> <p align="center">X</p>	<p align="center">X</p>
<p><b>Experience</b>                      At least one year's work experience</p> <p>Experience of handling a till</p> <p>Sales experience</p>	<p align="center">X</p>	<p align="center">X</p> <p align="center">X</p>
<p><b>Knowledge and skills</b>                      Computer Literate</p> <p>Good numerical skills especially in relation to measuring and dimensions</p> <p>A reasonable level of strength &amp; fitness for manual handling of products like wood flooring and carpet</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	
<p><b>Personal attributes</b>                      Excellent communication skills, people skills and listening skills</p> <p>Proven ability to work on own initiative and to juggle a number of tasks successfully at the same time</p>	<p align="center">X</p> <p align="center">X</p>	
<p><b>Other requirements (travel own transport hours etc)</b>                      The company will be opening late one night per week and the employee will be required to work late as required by management</p>	<p align="center">X</p>	

<b>JOB DESCRIPTION</b>	
<b>Job title</b> Sales Advisor	<b>Location of job</b> Ballymoney/Coleraine
<b>Reporting to (job title)</b> Store Manager	
<b>Overall purpose of job</b>	
Increase sales of business by displaying skills in retail sales using a combination of approaches including - merchandising, product knowledge, selling techniques, customer service excellence.	
<b>Main activities/tasks</b>	
<ul style="list-style-type: none"> <li>● greet customers</li> <li>● find out the customer's needs</li> <li>● recommend, select and help locate the right merchandise</li> <li>● describe a product's features and benefits</li> <li>● answer customer queries regarding the store and the merchandise</li> <li>● make suggestions and encourage the purchase of products</li> <li>● provide information about warranties, manufacturing specifications, care and maintenance of merchandise and delivery options</li> <li>● Attend customers property and accurately measure areas for floor coverings</li> <li>● Calculating sizes and work out carpet cutting plans</li> <li>● receive and process cash and debit card payments</li> <li>● provide change and receipts</li> <li>● count money and balance monies</li> <li>● Coordinate fitting or delivery of products with customers and fitters</li> <li>● place special orders for products with our suppliers</li> <li>● arrange and display merchandise which will require manual handling skills</li> <li>● keep merchandise area tidy</li> <li>● requisition new stock which will require good levels of strength and manual handling skills</li> <li>● Preparing products for collection or delivery</li> <li>● Cut carpets to plan in the most economical way</li> <li>● Making deliveries of products in company vehicles</li> </ul>	
<b>Special requirements (tools and equipment used, external contacts, shift work, travelling)</b>	
You will be required on any given day to work in our Ballymoney or Coleraine branch.	
You will be required to work late one night per week as directed by management.	
<b>Date job description last reviewed</b>	
30/04/19	