



Job Title:

Sales Assistant

Dept.:

Retail / trading

	Essential	Evidence
<p>A: EDUCATION QUALIFICATIONS AND TRAINING Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<ul style="list-style-type: none"> ▪ IT literate ▪ Good level General Education ▪ NVQ ENTRY level or above / equivalent 	<p>Application Form</p> <p>Certificates</p> <p>Documents</p> <p>Interview</p>
<p>B: EXPERIENCE (Length, type and level of work-related experience)</p>	<ul style="list-style-type: none"> • Commercial awareness • Working in retail environment • Working with diverse teams of people • Working with sales and profit targets 	<p>Application Form</p> <p>Interview</p>
<p>C: SKILLS KNOWLEDGE ABILITIES (Range and level of skills, depth of knowledge required for the job)</p>	<ul style="list-style-type: none"> ▪ Excellent people management skills including interpersonal skills. ▪ Excellent customer service skills both internally and externally with colleagues, volunteers and members of the public ▪ Ability to build & maintain positive working relationships with a variety of people, both paid & voluntary ▪ Ability to work on own initiative and as part of a team ▪ Self-motivated with a flexible, positive and resilient attitude able to work under pressure ▪ Strong drive to achieve results ▪ A competent level of IT literacy including MS Office (Word, Excel, Outlook) and social networking sites ▪ Good communication skills, both verbal and written ▪ Able to act as an ambassador for the overall work of the charity ▪ Able to work flexibly ▪ Good numeracy and literacy skills ▪ Ability to handle money 	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>CPD</p>



<p>D: APTITUDES AND ATTRIBUTES (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</p>	<ul style="list-style-type: none"> ▪ High standards of hygiene ▪ Professional Appearance ▪ Reliability and commitment ▪ Honesty and Integrity ▪ Resilient ▪ Friendly and approachable manner ▪ Self-motivated & enthusiastic ▪ Self-discipline ▪ Punctual ▪ Flexible ▪ Attention to detail ▪ Prioritise workloads, and work with conflicting priorities 	<p>Application form Interview References</p>
<p>E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<ul style="list-style-type: none"> ▪ Excellent attendance and time keeping ▪ Team worker ▪ Processing stock deliveries regularly requires carrying and moving heavy bags of stock. ▪ Essential to undertake reasonable lifting duties ▪ Undertake full DBS/immigration/immunisations verification checks in line with MAAC policy and procedures. 	<p>Application form Interview reference</p>
<p>F: PERSONAL QUALITIES AND VALUES</p>	<ul style="list-style-type: none"> • RECEPTIVE - we define success as continuous improvement and aim for excellence in our live-saving services and community projects. • RESPECTFUL - we are a community-based organisation with a 'one team' culture that embraces and encourages honesty. • RESPONSIBLE - we aim to create the best possible future for everyone and thrive to place sustainability at the heart of everything we do. • RELEVANT - we are open to new ideas and ways of working across our clinical and charity operations, providing total transparency to all stakeholders. • RECOGNITION - we value our relationships - with staff, supporters and the wider communities we serve - working together to achieve the best possible patient outcome. 	<p>Application form Interview reference</p>

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory



**employment references, as well as identification, prohibition, qualification and barred list checks,
which will be required before commencing duties**