

# SUPERVISOR

# JOB DESCRIPTION

**Job Title:** Supervisor

**Responsible to:** Manager

**Salary:** Negotiable

**Hours of Work:** 37.5 hours/week over 5 days.

The successful candidate must be fully flexible between the store's trading hours of 9 am-5.30 pm Monday-Friday, Saturday 9 am-6 pm, the position will also include late night trading and Sundays.

**Staff Reporting:** Sales Assistants

**Job Purpose:** To engage and deliver excellent service to every customer and to provide product information to enable the customer to make an informed choice. To Support the manager in the day-to-day running of the department and deputise in the manager's absence. To manage the shop floor effectively in line with the Branch Manager's instructions.

**Work Relationships** All staff and general public

## **Key Responsibilities & Accountabilities**

- Staff management including gaining full knowledge of products and services, controlling branch standards, and effective management of the sales floor
- Acting as an integral part of the store's management team you will have key holder responsibilities and will ensure that your team operates within a happy and productive environment
- Effective people management through the use of Company procedures
- To serve customers to a high standard and deal with them promptly, Answering any queries that they may have.
- Operate computerised till and complete all necessary documentation in accordance with Company procedures
- Have full knowledge of products and branch locations
- Keep the store neat and attractively displayed
- Replenish stock on display from the stock rooms and prepare stock lists as required
- Receive, check and store stock deliveries
- Set up and maintain displays
- Clean fixtures and fittings when required
- Maintain a high level of security for both cash and stock
- Assist management in performing stock counts and audits, as necessary

## **Experience and Occupational Certifications**

- You will possess experience at a similar level and will have ideally worked in retail sales in the past.
- Previous direct customer contact is essential for this role

### **Working Conditions**

- Full-time position covering a 6-day trading pattern.
- Attractive basic salary and store discounts

### **Personal Profile**

- Able to manage people and delegate effectively
- Excellent presentation and communication skills
- Flexible with regard to hours of work and trading hours
- You will be friendly by nature and able to get along with people on all levels
- Must be a key contributor to the Branch team's objective

### **How to Apply**

In order to apply you will be required to complete an application form, please note CVs will not be accepted.

An application form can be collected in-store from our accounts department on the first floor or downloaded from our website.

Once you have completed your application please return it to the accounts department or alternatively post it to:

Cristina Gherman, A. de Gruchy & Co. Ltd, P.O.Box 18, 50-52 King Street, St. Helier, JE4 8NN.

### **5 years residency IS NOT required for this position**

Although every care is taken to ensure the correct closing dates are advertised occasionally we will close this vacancy prior to the published expiry date if we receive a high volume of applications. It is therefore advisable that you submit your application early to avoid disappointment. In the case of this happening please continue to visit [degruchys.com](http://degruchys.com) for details of alternative vacancies.

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