



**STRIDE**  
Social Enterprise in Action  
Training and Trading for Community Benefit

10 Woodboy Street, Leicester LE1 3NJ | Enquiries: 0116 223 0636 | Fax: 0116 223 4353 | Email: info@leicesterstride.co.uk

Job Description	
Post Title	Retail Assistant 9 Month (Fixed Term) Apprenticeship – NVQ Level 2 Certificate in Retail Skills & Retail Knowledge
<p>As an Apprentice you will learn how to apply technical skills learnt in a busy retail environment and the classroom to work towards a NVQ Level 2 Diploma in Retail Skills &amp; Retail Knowledge. You will also work towards qualifications in Functional Literacy &amp; Numeracy along with personal development helping you to become a reliable member of the team.</p> <p>The successful candidates will be based in our STRIDE retail outlet based in Beeston, Nottingham working under the supervision of the Store Manager they will undertake tasks to assist in the smooth running of the area and in the provision of a quality service for STRIDE customers.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"><li>• To assist the shop manager to receive &amp; check stock in, checking quantity &amp; quality and liaise with STRIDE logistics to organise customer deliveries, to prepare and pack furniture ready for delivery to ensure.</li><li>• To assist the shop manager to organise and display stock to a high standard this may include some heavy lifting on occasions, regularly changing displays and promoting specials offers and Point Of Sale materials, ensuring price labels are visible and on all items</li><li>• To greet customers and complete sales, to deal with customer enquiries and complaints wherever possible</li><li>• To assist with maintaining good standards of health and safety of the premises including general housekeeping, health and safety including carrying out risk assessments when necessary</li><li>• To carry out any other reasonable task as requested by management to ensure the smooth running of the organisation and to provide cover in other locations on occasions when necessary which may involve a small amount of local travel</li><li>• Keep accurate training records/diary of work-based evidence and attend NVQ /theory sessions and Functional Skills classroom and workshop to be punctual and maintain excellent attendance record.</li></ul>	
Additional Detail	
<p>As a Retail Assistant you must be keen and willing to learn, reliable, punctual, polite &amp; presentable, be able to work on own initiative and as part of a team, must be enthusiastic. Take into mind that a retail environment can be a very busy environment at times.</p>	