

16 Hrs Keyholder- High Wycombe

Do you love retail, have strong operational and organisational skills and enjoy a varied and busy role in a fast-paced retail business?

*Then Søstre Grene is looking for you as their new **Keyholder Retail Assistant** at our store in **High Wycombe**.*

This is an exciting and varied job in a beautiful ambience and dynamic environment.

We are looking for personable and positive team players who have a passion for all things home and hobby. You must be flexible, proactive and enjoy giving great customer service. A Keyholder at Søstre Grene has a busy and diverse role. Keyholder's responsibilities include managing the effective workflow of the shop floor, delegating tasks, supervising staff and tasks, training new starts, setting a high example, and creating a good Team spirit.

This is a **16 hrs fully flexible position** which will include working weekends.

Other responsibilities include:

- Managing the effective workflow of the shop floor
- Ensuring shop floor is always well stocked, communicating to staff what areas need to be refilled.
- Keyholder duties, including opening and closing the store.
- Receiving, processing, and organising store deliveries
- Sign writing in line with established guidelines.
- Processing customer payments using the shop's Point of Sale (POS) system.
- End of day cashing up and float management.
- Cash Safe management and G4S lodgements
- Addressing and resolving customers complaints in a professional manner.

What you will get :

- Competitive Pay
- 28 days paid annual leave
- Staff discount to treat you and your home
- Full training to welcome you to the Company and ongoing training and coaching to support you in your role.
- A confidential Employee Assistance Programme with access to counselling and other professional services
- Workplace Pension Scheme

Anna and Clara invite you into a sensual world of classical music, aesthetics, and comfort. The story of Søstre Grene began in 1973 in Aarhus/Denmark and is based around the two Grene sisters, Anna and Clara. As a family business, the Company attaches great importance to ethical behaviour towards employees, customers, society and the environment. Today, Søstre Grene has over 260 stores worldwide and is continuing to grow, bringing the wonderful world of Anna and Clara to more and more customers.

Have we sparked your interest? Then apply and send us your CV!

www.sostrenegrene.com