

Vacancy

RETAIL ASSISTANT - Seasonal 7 Month: Fixed Term Contract

Saint Patrick's Cathedral has been at the centre of our history and culture for over 800 years. Dating from the 13th Century and built in honour of Ireland's patron saint, Saint Patrick's is the national Cathedral of the Church of Ireland and is also one of Ireland's most popular tourist attractions. With over 500,000 visitors each year it is the third most visited admission-charging tourist attraction in Dublin city.

We have a vacancy for a **Retail Assistant** to provide support in our gift shop during our busy season lasting 7 months from March to October. The role involves working across all areas of the shop and includes a wide range of responsibilities including customer service, cash handling, stock replenishment, merchandising and housekeeping.

Weekly working hours will total **37.5**, and will be paid on the basis of €10.20 per hour. The role operates on a shift basis (*five over seven day roster*) between the hours of 08.00 and 20:00. Occasional additional hours will be required and in respect of which overtime will be paid.

MAIN DUTIES

- Ensure that visitors receive courteous, friendly and professional assistance at all times;
- Anticipate visitors' needs;
- Seek and strive for excellence in all customer interactions;
- Ensure all cash and credit transactions are carried out accurately;
- Assist with cost control;
- Carry out visual merchandising and stock replenishment, as required;
- Other duties as directed by Cathedral Management.

CANDIDATE REQUIREMENTS:

- At least 12 months' experience in a busy customer facing retail environment;
- Strong selling skills;
- Excellent Customer Service skills - you are someone who can demonstrate a confident, positive and professional approach;
- Experience of cash and credit card handling procedures;
- A team player who is flexible and willing to work in different areas if required;
- Strong organisational and planning skills;
- Self- motivated.

To apply, please send your CV with covering letter to humanresources@stpatricks cathedral.ie before close of business on **Friday 12th January 2018**.