



## **Vacancy**

### **SAINT PATRICK'S CATHEDRAL, DUBLIN**

### **Retail Assistant – Fixed Term of 6 months**

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 an assistant to work in the Cathedral retail store.

#### **PURPOSE OF ROLE**

The retail assistant will work across all areas of the retail store and have a wide range of responsibilities including customer service, cash handling, stock replenishment, merchandising and housekeeping amongst others.

This post is for a fixed-term of 6 months and the successful candidate will be required to work a 40 hour week 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 overtime is payable for these.

#### **MAIN ACCOUNTABILITIES**

- 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 the Cathedral's Standards of Performance are followed at all times
- Maintain work area to agreed standards.
- Assist in security procedures in liaison with Security Team.
- Assist with cost control
- Attend all training and commit to policies and procedures
- Ensure all cash and credit transactions are carried out accurately
- Adhere to Health & Safety regulations
- Cash handling & Queue control
- Visual Merchandising
- Stock replenishment

#### **CANDIDATE REQUIREMENTS:**

##### **Experience & Skills**

- 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 and able to motivate others.

To apply, please send your CV with covering letter to [humanresources@stpatrickscathedral.ie](mailto:humanresources@stpatrickscathedral.ie) before close of business on **Monday 2<sup>nd</sup> October 2017**.