

We are seeking suitable candidates to work in our school uniform shops under our brand **The U Shop**.

The roles are as follows:

Permanent Part Time Shop Manager

Casual to help out when required

UNIFORM GROUP will be opening a new offsite school uniform shop at Wanaka in the second week of Term 1 school holidays.

UNIFORM GROUP is a privately owned company established in 1991, specialising in uniform design, manufacture and supply directly to schools, Government Departments, corporate and sports teams

The following attributes and skills are what we are looking for:

#### SKILLS & EXPERIENCE REQUIRED

- Retail experience in selling to customers
- Skills in customer service from previous employment
- A strong organisational background making you an efficient employee
- Good basic computer knowledge to operate the POS software, word and outlook
- Have an understanding and an interest in apparel
- Can demonstrate good communication skills both verbally & written, and importantly with all ages and cultures to help the students and parents select their uniform
- Understand stocktaking and managing stock to maintain accuracy
- Have an eye for detail
- Can communicate at school management level
- Understand good processes and follow them
- Be responsible to managing any casual staff on a day to day basis

#### IT IS ALSO IMPORTANT YOU ARE:

- Honest and dependable
- Have integrity
- Pride in your own appearance
- Well presented

The responsibilities of the managers role is management and organisation of the shop and stock, customer service and selling of school uniforms to students and the school community and managing any part time and casual staff that are brought on. You will be reporting to the National Retail Manager of Uniform Shops and be in very regular communication with Head Office. Very good training will be given and full support from Head Office on a daily basis is always available.

The responsibilities for the casual staff - could be standing in for the manger if needed and general retail duties in line with what is listed above.

The hours are not typical and vary from 4 – 12 hours per week for a permanent position and more during the busy period in the early and later part of the year. There will be some Saturday openings possibly. It would therefore suit a person who is located not too far away from the relevant College.

We would like you to apply if you believe you can be a valuable asset to our company and represent both our company and the school in an organised, efficient, friendly and professional manner. It is very important to us to maintain a service offer that is valued and respected within the community.

The roles are great little jobs for candidates who are comfortable with flexible hours, experienced in customer service and administration to really be able to take ownership, demonstrate skills, efficiencies and ability to assist and sell our quality products to all of the school community.

You will be rewarded with a competitive wage, staff purchase discounts and much customer gratification as a result of your friendly

customer service.