



JOB DESCRIPTION : Sales Assistant

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| Department | Commercial |
| Location | Swansea.com Stadium, Swansea SA1 |
| Remuneration | £9.50 |
| Report to | Store Supervisor |
| Contract | 16 hours per week. Working hours will involve weekends and evenings. |
| The Role | <p>An exciting job opportunity for a Sales Assistant to provide excellent customer service at the Swansea.com Stadium Retail Store.</p> <p>The ideal candidate will:</p> <ul style="list-style-type: none"> • Be able to work as part of a team • Enjoy working with the public • Have a polite, helpful manner • Be confident when dealing with difficult situations • Have basic mathematical skills, for dealing with payments and stock checks • Be comfortable using computerised equipment such as tills • Be reliable and trustworthy <p>General duties include:</p> <ul style="list-style-type: none"> • Welcoming customers and offering assistance • Providing customers information on products • Processing payments and refunds • Replenishing stock • Maintaining store standards <p>Desirable qualities:</p> <ul style="list-style-type: none"> • Previous experience of working in a retail environment |
| Club Policy's | <ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. • To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety |



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| | <ul style="list-style-type: none">• Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary. |
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The closing date for this vacancy will be **26th November 2022**

If you believe you have the right mix of skills for this position, please complete the Application Form available ['Here'](#).

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.