**Perivale Christian Bookshop**

**Saturday Sales assistant job description**

* Good IT skills
* Greeting customers who enter the shop.
* Assisting shoppers to find the Christian products
* Being responsible for processing cash and card payments.
* Updating stock level on the computer system.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Giving advice and guidance on product selection to customers.
* Keeping the store tidy and clean

**The personal skills that are required for the job:**

* Having a friendly and engaging personality.
* Comfortable working with members of the public.
* Should have a confident manner.
* Must be helpful and polite.
* Assistant should be physically fit as they will be on their feet for most of the day and may be required to lift large amounts of stock.
* Able to work as part of a sales team