



## **JOB DESCRIPTION**

**We have an exciting opportunity for a well-presented, friendly and trustworthy sales person to work in one of our inspiring, design-led tile stores based in Bristol. Our stores offer a wealth of ideas regarding how to use our beautiful tiles to create a truly stunning room. As a Company we believe our sales team are passionate about our brand and they create a fantastic shopping experience for our customers by focusing on combining expert knowledge with a welcoming and helpful approach.**

**We are looking for someone who is a natural sales person and communicator with an outgoing, enthusiastic and confident personality together with people management experience. The successful candidate will demonstrate that they are able to work on their own initiative and also as part of a team.**

**JOB TITLE: ASSISTANT STORE MANAGER**

**DEPARTMENT: RETAIL**

**BASED: BRISTOL RETAIL STORE, LONGWELL GREEN  
(We will be moving in the near future to a new unit in Longwell Green)**

**REPORTS TO: STORE MANAGER**

**PACKAGE: Up to £29,500 Basic plus Commission**

### **PURPOSE OF THE ROLE**

Part of the Retail Team, responsible for assisting the Manager in the day to day running of the store, and management of the sales team in addition to actively selling our extensive portfolio of premium tiles to trade and retail customers.

### **MAIN RESPONSIBILITIES**

- Key holder – opening and closing the showroom/store.
- Assisting the Retail Manager in the running of the showroom/store.
- Managing, supervising and motivating staff.
- Training and developing new and existing team members.
- Monitoring and maintaining monthly sales targets.
- Identifying areas in the product range where improvements are required.

- Liaising with other departments where required.
- Assisting with showroom/store paperwork.
- Developing in-showroom/store displays.
- Dealing with customer complaints.
- Banking duties.
- Serving and assisting customers – providing a high level of expertise and knowledge.
- Generating new sales through local businesses.
- Processing sales/cash handling.
- Showroom/store security/health and safety.
- Stock replenishment.
- Maintaining up-to-date POS.
- Housekeeping.
- Continually learn about new products and ranges.

### **HEALTH AND SAFETY**

- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

These are the main functions of the job but the incumbent may be required to carry out other duties as may be reasonably required to meet the demands of the business.

### **PERSON SPECIFICATION**

To succeed in this role the person needs to:

- demonstrate excellent customer services skills;
- be responsible;
- be a team leader/motivator;
- possess good communication/delegation skills ;
- have decisiveness;
- be a problem solver;
- be numerate;
- be approachable, friendly and polite ;
- be able to lift product;
- demonstrate computer literacy;
- be able to follow instruction without supervision;
- be organised;
- be knowledgeable in aspects of DIY (willing to learn technical aspects).

Experience in the home improvements sector is desirable.

A full (ideally clean) driving licence would be an advantage.

### **REMUNERATION AND BENEFITS**

We offer a up to £29,500 basic salary plus commission and benefits including a contributory pension scheme, 23 days holiday (increasing to 26 days with service) plus public holidays, staff discounts, death in service cover and Medicash Healthcare Cashplan (including shopping, travel and gym discounts). In addition there is structured training and the potential for career progression within our growing dynamic company.

## **BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED**

Please refer to the following websites: <http://www.originalstyle.com>  
<https://www.clayandrock.co.uk>  
<http://www.designworkstiles.com>  
<https://www.countytilewarehouse.co.uk>

Original Style is one of the U.K.'s leading manufacturers, importers and distributors with an extensive portfolio of high quality ceramic, porcelain, glass mosaic and stone tiles. The Company has been producing high quality tiles in our factory in Exeter, Devon, since 1986 and we offer a wide range of products - from contemporary large format wall and floor tiles to hand-finished glazed tiles designed in-house. Tiles are our craft and we are committed to manufacturing using traditional techniques teamed with state of the art technologies. We also source original and innovative tiles for our collections from across the globe, such as our unique glass products and mosaics, enriching our collections for a truly versatile choice. The key to our success is the experience of our highly skilled designers and craftspeople, showroom/store experts, customer service and all the support functions who make it a priority to ensure customer experience excellence throughout each stage of their journey with us.

With circa 190 employees, 14 tile showrooms/stores and a global network of retailers, Original Style is committed to continuous development as an industry leader. We have recently rebranded the majority of our retail showrooms/stores to Clay & Rock, aiming to provide a premium retail experience. With continuous growth and products available in over 60 countries and over 2,000 retail outlets worldwide there's never been a more exciting time to join Original Style. Your growth is equally important to us – we will support you to reach your full potential and achieve your personal development goals.

## **LOCATION**

Unit 9C Aldermoor Way, Longwell Green, Bristol, BS30 7DA.

## **HOW TO APPLY**

**Applicants should send their CV and a cover letter (including current salary and salary expectations) to Diane Smith, Human Resources Manager, by email to [dsmith@originalstyle.com](mailto:dsmith@originalstyle.com).**