ASSISTANT MANAGER

JOB DESCRIPTION

Job:	Assistant Manager
Location:	Bray, Co. Wicklow
Contract Hours:	3 days - 24 hours per week
Contract Type:	Part-time Permanent
Reporting to:	Shop Manager

OVERALL PURPOSE OF THE POST

The purpose of the role is to assist in the day to day running of the Shop located Bray, Co. Wicklow whilst motivating and encouraging staff and volunteers to help achieve sales targets

DUTIES:

- Assist in managing and developing our Shop in the context of an agreed work plan and agreed financial targets.
- Assist in the recruitment, training and appraising shop staff, both paid and voluntary
- Source high quality stock
- Ensure there are always adequate staffing levels in the shop.
- Ensure the appearance of the shop internally and externally is attractive to customers and in line with brand standards
- Assist in merchandising, its security and its preparation for sale and display
- Maintain accurate management and information systems.
- Ensure the shop is stocked with adequate information and leaflets on Enable Ireland services, staff are briefed accordingly and queries from the public are dealt with in an efficient and sensitive manner.
- Assist in the full implementation of Enable Ireland Health & Safety policy in the shop.
- Be vigilant and comply with any Health & Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be requested by the line manager from time to time.
- Assist and support other Enable Ireland shops if and when required.
- Undertake your work in a manner that is friendly, flexible and informal.
- Complete all administration and financial work in accordance with Enable Ireland Policies and Procedures.
- Contribute to good teamwork in sharing knowledge and skills and supporting colleagues to ensure that the Shop runs efficiently and effectively.

Terms & Conditions:

Responsible to:	Shop Manager
Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.
Salary:	An attractive salary of €18,345.60. Excellent benefits.
Annual Leave	Annual leave entitlement is 21 days pro rata per annum plus 2 gift days and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme that all employees can join following their start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay: (If applicable)	All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows: Full pay less social welfare for the first 13 weeks of sickness in any 12-month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12-month rolling period
Redeployment	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.