



RETAIL MANAGER

JOB DESCRIPTION

Job: Retail Manager
Location: Enable Ireland Garden Centre, Sandymount, Dublin 4
Contract Hours: 5 days - 40 hours per week
Contract Type: Full-time Permanent
Reporting to: Area Manager

OVERALL PURPOSE OF THE POST

The purpose of the role is the day to day running of the Garden Centre whilst motivating and encouraging staff and volunteers to help achieve sales targets

DUTIES:

- Manage and develop the Garden Centre in the context of an agreed work plan and agreed financial targets.
- Assist in recruitment, training, supervising and managing staff, both paid and voluntary.
- Ensure that a high standard of service to customers is delivered at all times, including answering queries, giving advice and guidance on product selection where required.
- Maintain a high standard of display in the Garden Centre, and to merchandise the shop in order to make best use of the space available.
- Ensure the appropriate care and maintenance of plants including watering, feeding, planting.
- Follow and develop business trading plan
- Process and book in stock orders in line with business needs.
- Ensure that stock is maintained in line with procedure, including carrying out regular stock checks and ensure physical stock on hands agrees with the computer records.
- To complete all administration and financial work in accordance with Enable Ireland Policies and Procedures.
- To work alongside service owners and support them in their role in the Garden Centre.
- To contribute to good teamwork in sharing knowledge and skills and supporting colleagues to ensure that the Garden Centre runs efficiently and effectively.

Terms & Conditions:

Responsible to: Area 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 €38,577. Excellent benefits.
Annual Leave	Annual leave: Annual leave entitlement is 22 days pro rata per annum and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme that all employees may join following 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.