Westbury sub Mendip Community Shop Ltd

Job Advertisment for a Post Office & Shop Counter Assistant

A Counter Assistant is required for Westbury-sub-Mendip’s busy Community Shop and Post Office, reporting to the Shop Manager.

This is a part-time position, working alongside volunteers. Hours may vary from week to week but would normally be between 10 and 15 hours and include some Saturday mornings. Further details about the flexibility required will be explained.

Duties will include providing an excellent Post Office & Shop counter service, cashing up both Post Office & Shop as required, assisting with stock ordering, managing stock deliveries and supervising volunteers.

Retail and Post Office experience are highly desirable although full training to qualify as a Post Office Counter Assistant is available to the right candidate.

Excellent communication skills, flexibility, a posititve attitude, tactfulness, good organisation, numeracy, computer literacy and an ability to work in a small team are all requirements of this position.

Employment is dependent on being able to provide suitable references.

The rate of pay is £8.72 per hour rising to £9.16 per hour in the event of the satisfactory completion of an initial 3 month probabtionary period.

If you would like to play your part in a thriving and vital Communmity Shop, please email Simon Reece at simon.reece19@btinternet.com for the Job Application Form or for more details.

8th February 2021