

Westbury Sub Mendip Community Shop Ltd

*Green Lantern House, Stoke Road
Westbury Sub Mendip, Wells
Somerset, BA5 1HD*



Vacancy Shop Manager

Westbury-sub-Mendip Community Shop Ltd is looking for a confident, self-motivated person who will be responsible for running and management of the successful Westbury-sub-Mendip Community Shop.

The shop and post office perform a vital role in serving the needs of a thriving rural community. The shop is an integral part of village life and provides a friendly, welcoming environment for its users. In return, it enjoys great good will and support from the local community and beyond.

We are looking for a Shop Manager with an energetic and sociable disposition. This challenging but exciting role requires a confident, well-organised and innovative individual, able to work on their own, with excellent communication and interpersonal skills. It involves managing a team of 4 staff and a group of enthusiastic volunteers.

Ideally you will have experience working with customers and suppliers in retail or a similar area, with overall responsibility for the administration of that business and line-management of staff. Experience in managing budgets, margins, target-tracking, creating accounts and handling VAT, a working knowledge of accounting software, and a moderate level of competency across a range of computer skills are also vital to the role. Experience as a Post Office Counter Assistant is desirable but not essential. Training can be given in any areas needed, and the Manager will have the full support of the Shop's Management Committee.

The Shop's family-friendly opening hours are: Mon to Fri 7.45 am – 5.30pm; Sat 8am – 1pm; Sun 9am – 11am. Work shifts are morning or afternoon. However, this 20 – 30 hour per week role requires flexibility to work shifts and some weekends. Parts of the Manager's admin work can be done from home by agreement with the Committee.

Salary range: £9.50 – 13.50 per hour.

Please apply via email with a cover letter and CV.

For further details and a full job description please contact axelhgoodbody@gmail.com

The closing date for applications is 5pm on Tuesday 15th March.