



Essex County Cricket Club

Requires a Full Time Retail Supervisor

For the Essex County Cricket Club Retail Shop in High Chelmer Shopping Centre

Salary: £14,000 - £16,000

Working under the Manager of both Essex Cricket Retail units you will take responsibility for the day to day operation of the shop and the supervision of full and part time members of staff.

You will supervise the sale of replica clothing, merchandise, cricket hardware, and Essex Cricket membership & ticketing. Training will be given.

You will take responsibility for analysing and interpreting trends to facilitate future planning. You will use IT to record sales figures, data analysis and forward planning.

You will be enthusiastic about ensuring high levels of customer service and presentation, and enjoy working as part of a team.

Flexibility is essential as evening and weekend work will be required.

Experience of working in a busy shop environment is essential, including stock taking and deliveries. Knowledge of IT & EPOS system and of Cricket would be beneficial.

To apply for this position please send a CV and covering email stating 'Retail Supervisor Application' to Jeni Murrell, Secretary to the Operations Director Jeni.murrell.essex@ecb.co.uk

Closing date: Friday 27th March 2009 at 5pm



Essex County Cricket Club

Job Description

TBA

Retail Supervisor

Tel: TBA
Fax: TBA
Mobile: TBA
Email: TBA

The principal duties are:

Retail Supervisor for Essex County Cricket Club Retail Shop

- Assist the manager in the smooth and efficient running of the store operation.
- Assist in stocktaking and deliveries.
- Be aware of health and safety issues regarding staff and customers.
- Ensure that optimum levels of customer service are achieved at all times.
- Motivate train and encourage all staff members to increase sales.
- Maintain high levels of presentation within the store according to company procedures.
- Work on own initiative.
- Update the website with stock and availability.
- Analysing and interpreting trends to facilitate planning.
- Use of IT to record sales figures, for data analysis and forward planning.
- Report to the manager on day to day sales.
- Carry out all aspects of ticket and membership sales.
- Any other duties as required by the Retail Manager

The Retail Supervisor will report directly to the Retail Manager