We wish to appoint a Film Shop Assistant. The successful applicant should have previous customer service experience and experience in working in a commercial retail environment. They will have keen attention to detail, flexible approach to work and be a good communicator. Experience with stock processing and management systems would be an advantage. Ability to work alone is a requirement.

Title: Film Shop Assistant

Purpose of Job: To support all aspects of the operations of the IFI Film Shop

Reporting to: Shop Manager

Term: 2 years | Pay rate: €13.00 per hour

Hours: 8 -15 hours per week (with more being available to cover leave, events, Christmas etc.)

Please send a CV to Damien Priestley at [dpriestley@irishfilm.ie](mailto:dpriestley@irishfilm.ie). Deadline for submissions is 5pm Friday November22nd

**Key tasks and Responsibilities:**

* Provide customer service to a high standard.
* Respond to on-line and telephone orders/queries.
* Process deliveries accurately and efficiently.
* Stock replenishment and merchandising.
* To proactively work to achieve sales targets, by staying on top of new releases, sales trends IFI programme tie-ins and special offers.
* Ensure stock is safeguarded and held securely and properly maintained with all transactions properly recorded through the Admit 1 system.
* Ensure end of day cash reconciliations are carried out accurately each evening with all supporting documentation provided. Ensure the cash float is secured and maintained at the expected amount.
* Ensure the shop is kept welcoming, clean and tidy and that merchandise is effectively presented.
* Carry out any aspect of work that is required to manage the shop.