



Irish Seed Savers

Protecting Ireland's food crop heritage for future generations

Title: Sales Assistant / Front of house
Reporting to: Marketing & Development Coordinator
Hours: 35 Hours per week
Pay: €12 per hour

Duties and responsibilities:

- Reception duties, answering phone calls, dealing with customer queries, sorting post;
- Administering online sales system (WooCommerce)
- Processing offline sales (post, shop, and phone orders, cash handling);
- Managing and ordering stock from various suppliers;
- Working with the Seed Bank and Nursery Coordinators to prepare stock for sales and ensuring that all stock is up to date;
- Coordinate with Marketing and Sales Administrators to advise on stock for marketing online;
- Coordinate with Supporter Administrator to ensure supporter orders are processed in a timely manner;
- Prioritise jobs according to importance and in liaison with your supervisor;
- Some weekend work required (rotational) and working events days (3 per year)

Key Skills:

- Previous retail and / or reception experience;
- Proficiency in Microsoft Office suite, GMail, Google Docs etc.
- Fluent in English;
- Experience with operating and maintaining Point of Sale (POS) systems;
- Computer skills required managing online / in store sales requests, orders, and processing;
- Good telephone manner to deal with calls;
- Strong customer service to support customers with queries;
- Good team player;
- Can work on own initiative;
- Must be able to multi-task and deal with high volume of sales in a fast paced busy shop environment;
- Full Driving Licence;

Desirable but not essential:

- knowledge / experience of growing your own vegetables or interest in organic gardening.
- Previous experience of eCommerce platforms / Wordpress / WooCommerce

Tasks may be assigned which are outside of the above expectations, as per the requirements of your supervisor, and the organisation.

Please send CV and cover letter to development@irishseedsavers.ie by Saturday 28th August.

IRISH SEED SAVERS ASSOCIATION COMPANY LIMITED BY GUARANTEE

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Reg. Charity No.: 20045029 · Reg. Company No.: 268004 · Certified Organic No.: IE-ORG-02 · IOA Licence No.5629 ·

Directors: Paula Bramel (Chair) Lynn O'Keeffe Lascar (Secretary) Christine Costelloe

Caित्रiona Fitzgerald · Conor Carty · Deirdre Treacy · Martin Hanan · Míchéall O'Driscleáin · Paula Pender

