

INTERNAL VACANCY – SHOP ASSISTANT

We require the services of a Shop Assistant to assist at our Grassy Park Shop. The successful candidate will be responsible for assisting with the efficient and effective running of the St Luke's Combined Hospices Charity Shop.

ENTRY LEVEL QUALIFICATION, KNOWLEDGE AND EXPERIENCE

- ✓ Must have a matric certificate.
- ✓ 1-year relevant experience.
- ✓ Must be able to sort and categorise items.
- ✓ Previous retail experience (added advantage).
- ✓ Knowledge of charity sector (added advantage).

KEY PERFORMANCE AREAS

- Sorting of Merchandise: Assist with sorting of merchandise and donated goods.
- Sales and Inventory: Ensure that all merchandise for sale is properly priced, labelled and displayed.
- Assist at Saturday Markets and Tabletop and Pop-up Shops
- Ensure general housekeeping by sweeping and cleaning.
- Ensure the designated working stations are kept clean and are sanitised.
- Provide extra cover and assist in the absence of the Shop Manager.
- Perform other duties, as and when so requested, in support of team goals.

ESSENTIAL SKILLS AND ATTRIBUTES

- Strong organisational skills.
- Ability to sort and categorise items.
- Strong interpersonal skills.
- Good people skills.
- Ability to apply common sense
- Flexible and transferrable.

SCREENING PROCEDURE

All applicants are expected to provide or avail themselves for:

- ✓ A letter of motivation for the application and a fully completed application form
- ✓ A detailed Curriculum Vitae (with dates and reasons for leaving, citing your most recent remuneration and expected income)
- ✓ Proficiency assessments to assess competence in areas required, inclusive of a panel interview.

WE HOLD OUR HEADS HIGH WITH THE FOLLOWING BENEFITS:

- Better than Basic Condition of Employment leave benefits, and study leave that exceeds comparative benefits of other organisations
- NPO market-related remuneration
- A contributory Pension Fund that includes Group Life Insurance, Disability- and Funeral Cover
- Preferential working hours of 08h00 to 16h00 Monday to Saturday, with exception of roles that expect after-hours deliverables
- Competency-based development opportunities.
- Free access to an Employee Wellness Program managed by CWS, offering 24/7/365 Telephone Counselling, access to Legal, Financial, Family Care, Psychosocial, and Health specialists, Face-2-Face- and trauma Counselling.

CLOSING DATE: COB 24 July 2024. All applications received within the time frames will be considered. Applicants, who do not receive a response on their application within 5 working days of the closing date of the advertisement, are to accept that the application was not successful. Please forward your application for the attention of Carrie-Ann Daniels at carrie-ann@stlukes.co.za , citing the staff notice reference number in the top left corner.

Note:

St Luke's Combined Hospices reserves the right not to make an appointment to this position. St Luke's Combined Hospices is guided by the principles of Employment Equity.

On behalf of Management, we wish you well in your application and future endeavours!

