



Role Specification

Job Title: Sales Assistant

Job title	Sales Assistant
Location	Fratton Park, Portsmouth
Hours of work	Various
Remuneration	Competitive

Role summary

The Pompey shop are looking for enthusiastic sales assistants to join the team and work in their busy store with an immediate start.

We are looking for friendly, outgoing people who are available to work match days, which will require working during the game.

No experience is necessary as full training will be given.

Key Tasks

- Welcome and engage in conversation with customers, help them as needed
- Provide an excellent customer service and dealing with enquiries
- Processing payments and handling returns
- Updating customer records in the company's database as required
- Manage inventory, ensuring full stock as required
- Arranging products on the shelves and on promotional displays
- Unpacking and sorting new stock delivery
- Managing product inventory at the store
- Maintaining outstanding store condition



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Requirements of the role:

- Customer service skills
- Basic administration skills
- Great communication and interpersonal skills
- High English language proficiency
- Ability to work well with a team
- Evidence of Right to Work in the UK

How to apply

The Club will not consider applications via third parties.

To apply send your CV and cover letter to pfclubshop@justsport-group.com no later than 31st July 2022.

If you don't hear from us within 7 days of the closing date, please consider that your application was unsuccessful.

At Portsmouth Football Club we are committed to Equality, Diversity and Inclusion and we aim to build an accurate picture of the make-up for our talent pools. Therefore, we ask that you submit the information on the below link to ensure we are always attracting a broad and diverse range of exceptional talent from all areas of society. Responses are anonymous and the data gathered will be used to inform our future initiatives but filling in this form is voluntary

<https://forms.gle/H7NmjG95fgLSaWPD7>

General information

We're committed to diversity and inclusion and want people from all walks of life to apply for our vacancies. We will make reasonable adjustments throughout the recruitment process to help you. If you need any support with your application, please get in touch with us. We are happy to help.

Safeguarding

Portsmouth Football Club is committed to the safeguarding and welfare of all children, young people and adults at risk and this is endorsed by the club's board. We are committed to ensuring



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that any club related activity will be in a safe environment where children, young people and adults at risk are protected from harm or abuse whilst under our care.

The club have a safer recruitment policy which sets out our practice to ensure all staff and volunteers are suitable to work with children, young people and adults at risk. As part of our safer recruitment policy we ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.

The successful candidate will also be subject to basic along with completing a self-declaration form as part of the recruitment process.

Any offer of employment will be conditional on these requirements being satisfactory.