

## **Casual Store Sales Assistant**

### **About us**

EcoMatters is a charitable trust, formed in 2002, and based in Auckland. We work with and for the community to deliver environmental initiatives in partnership with funders, community groups and volunteers.

We provide information and services on a wide range of sustainability topics including: waste minimisation, energy and water conservation, ecological restoration, freshwater quality and community gardening. We also run workshops and provide opportunities for hands-on environmental action in Auckland.

### **What's it like to work with us?**

We're a team of passionate, like-minded people who love to work for an organisation with such an exceptional vision, mission and purpose. Plus, there's a few other perks you can enjoy, if you join us, including:

- Team T-shirt with a green heart to wear proudly
- Be part of an exceptional Auckland not-for-profit organisation
- Great team and awesome mission
- Store and Nursery Discount

### **Job Purpose**

We are looking for casual Store Sales Assistants for Sundays and occasional Saturdays as well as holiday cover from Wednesdays to Fridays a few times a year. We need several amazing people to include in our roster to help with the smooth running of our New Lynn Store. The shifts are from 9.45am to 2.15pm. The role is paying \$23.65 per hour.

You will love to help customers identify and purchase products they may need. You will go above and beyond to welcome our customers and express your passion for your job. Your duties include selling, advising and restocking. Your goal is to provide amazing customer service and help customers make one small change towards a sustainable lifestyle. You communicate well with your Manager and ask for help when needed.

### **Responsibilities**

Ensure high levels of customer satisfaction through excellent sales service  
Maintain outstanding store conditions  
Maintain a stocked store  
Ascertain customers' needs not wants  
Recommend and display items that match customer needs  
Welcome and greet customers  
Manage point-of-sale processes through Vend software  
Cash-handling  
Manage e-waste and recycling drop-offs  
Keep up to date with product information  
Accurately describe product features and benefits  
Follow all companies policies and procedures  
General Housekeeping of the EcoHub

### **About You**

Friendly, helpful, confident and engaging personality  
A willingness to go above and beyond  
Great communication skills  
Customer service focus  
Basic administration skills  
Previous retail experience would be an advantage  
Self motivated and be able to work autonomously

Heavy lifting and periods of standing may be required  
You wear your heart with pride and it shows

Applications can be sent to [jackie@ecomatters.org.nz](mailto:jackie@ecomatters.org.nz)