



JOB DESCRIPTION

Job title:	Part Time Sales Assistant
Responsible to:	Store Manager
Salary	Competitive
Uniform:	The Company wishes to portray a corporate and professional business image to its clients and customers. It also wants to ensure that clothing is compatible with safe moving and handling practices, reducing the risk of injury. To this end you will be supplied with company shirts that you will be required to wear.
Place of work:	Central London

About the Company

Our mission is to transform the way people live in cities. With over 16 million possible combinations of gears, colours, handlebars and accessories, we make more than just a bicycle, and we are more than just a bicycle company.

We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 44 countries. In the past 36 months we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we're not stopping there...

To change urban living, we need passionate, innovative and talented people that want to challenge the status quo and make an impact.

Job Purpose

To ensure that Brompton delivers a first class sales support service to the stores customers. Our aim is nothing less than to deliver world class customer service, to match the world class products that we manufacture and sell around the world.

Main duties

The right candidate will join us at a critical moment in the company's history. As our business continues to grow and our reach widen, our customers' experience dealing with us is more important than ever. As part of a busy team, you will be a principal figure in our customers' service team, handling enquiries and managing orders and deliveries.

As such, you will be able to demonstrate an astute understanding of - and a passionate belief in - exemplary customer service. The Sales Assistant role at Brompton Junction is for someone who is keen to learn the full breadth of our company's activities and products, and who is excited by the potential of a long-term commitment to this fast-growing British success story.

- Ensure a high level of housekeeping to the company's desired standard, both on and off the shop floor
- Operating the till and accurately handling cash, finance and credit/debit cards
- Assist in changing displays of shop stock
- Receiving deliveries, unpacking and re-shelving or storing stock
- Assisting with regular stock checks and annual stock takes
- Being vigilant at all times and to help minimise stock loss
- Respond to general customer enquiries received by phone or email
- Adhere to the current shop standards of presentation for dress
- Ensure all Health & Safety procedures are effectively carried out and adhered to

Additional duties:

- To attend supervision, training and meetings as and when required.

Skills and Experience:

- Good knowledge of the brand and its history.
- A minimum of 2 years' experience in retail
- Astute understanding of - and a passionate belief in - exemplary customer service
- First class written and verbal communication in English
- A good grasp of a second language will be viewed favourably
- Experience with a POS system and Microsoft Office
- Confident and diplomatic; a team member who can liaise with a range of stakeholders
- An understanding of Brompton's ethos and how this has shaped its brand values
- A broad understanding of today's bicycle industry and Brompton's place in it
- Personable and engaging, both internally and as an ambassador for Brompton Bicycle to the general public

Benefits

Brompton offers you a very excellent working environment with enthusiastic colleagues who get along very well, communicate and cooperate with each other. The working climate is informal, but we work hard. Next to good terms of employment Brompton offers you the opportunity to work in a responsible and challenging job within a dynamic, international and ambitious environment. We are all proud to be part of Brompton Bicycle; we all share the same passion and dedication to the company and embrace differences in cultural backgrounds and skills.

- Huge discount on your very own Brompton (family and friends get discount too)
- Position to thrive. Whether you're early in your career or an experienced professional, Brompton provides you with everything you need to excel in your job and for personal growth. You will be actively encouraged to increase your skillset and to attend relevant events
- 20 days holiday plus Bank Holidays, increasing the longer you stay with us
- Workplace Pension Scheme, Season Ticket Loan, Flexible Working, Cycle to Work Scheme to name just a few...

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our workforce then please email your CV and covering letter to the People Team, at recruitment@brompton.co.uk.

Applicants must have the right to work in the United Kingdom.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to

the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.