

REVOLVER RETAIL JOB DESCRIPTION

JOB TITLE :	Retail Curator	REPORTS TO :	Revolver Retail Directors
POSITION :	Full Time upto 40 hours (Permanent)	SALARY :	Competitive
JOB ROLE OBJECTIVE :			
<p>As Retail Curator you will be responsible for building, developing and inspiring a team to achieve and exceed targets for the day-to-day running of 'Rex – The Concept Store'. You will strive to achieve operational efficiency through maximising outputs and minimising costs.</p>			
MAIN RESPONSIBILITIES :		KNOWLEDGE , SKILLS & EXPERIENCE REQUIREMENTS	
<ul style="list-style-type: none"> Assist with set-up of concept store including sales space and recruitment Manage retail/ concession relationships on a day-to-day basis and handle ad-hoc queries Manage visual merchandising within store liaising with concessions regularly Provide retail solutions to enhance the operational aspect of the store Motivate sales team and assistants to create a fun, friendly atmosphere in the store Manage staff rota for the store and submit time sheets to payroll department on time each month Ensure queues and till systems are managed properly Cash up daily and investigate any differences/short comings Organise sales promotions (linking in with store retailers & concessions) Develop and deliver in-store enlivenment activity (linking in with store retailers and concessions) Deal with queries, complaints and feedback from customers Analyse sales figures and forecasting future sales volumes Provide and maintain high levels of customer service throughout the store Train new employees and/or temporary staff Quarterly budget preparation Day-to-day management of sales team Maintain Revolver Retail and Rex Store brand standards Support team members at all times Undertake any other ad-hoc projects as agreed with your line manager 		Essential: <ul style="list-style-type: none"> Previous management experience in a retail environment Visual Merchandising experience Cash management experience Ability to manage a team Attention to detail, accuracy and quality of products/ information Computer literacy 	
		BEHAVIOURAL ATTRIBUTES :	
		<ul style="list-style-type: none"> Entrepreneurial spirit Passion to get things done Creative with a good eye for detail Organised Effective Communication Ability to take instructions and act upon them in an effective manner Personal Integrity Customer Focus 	

To apply for this position, please send your CV, a short covering letter including your salary expectations and your answer to the following question: If you were a dinosaur what would you be? Please send all applications to recruitment@revolverretail.com by Monday 11 August 2014.

Thank you!