



## Market Assistant POSITION DESCRIPTION

**JOB TITLE:**  
Market Assistant

**DATE CREATED:**  
30.12.2018

**JOB TYPE:**  
Casual

**LOCATION:**  
Various locations as required (normally no more than 200km radius of Drouin). Must be willing to travel and have their own reliable vehicle with generous boot space.

**SUPERVISOR/MANAGER:**  
Founder and Director of Little Bumble

**SUMMARY OF THE POSITION:**  
Little Bumble proudly hand-makes Australia's leading reusable food wraps. These sustainable products are showcased at markets, exhibitions and trade shows. The incumbent will clearly and accurately describe the products, demonstrate how they function, and answer enquiries about the products. The market assistant is responsible for display of merchandise and processing transactions.

Must be available to work on weekends and on occasional Fridays. This position will require early starts and the occasional late finish. May be required to stand for long periods of time.

- MAIN DUTIES/RESPONSIBILITIES:**
- Transporting products and supplies to/from the market location
  - Setting up for markets (according to guidelines), including assembling the marquee, tables, merchandise displays, products, signage, etc.
  - Providing excellent customer services by describing and demonstrating the quality of products and their usage, and answering enquiries
  - Maintaining exceptional market stall appearance
  - Packing down for markets (according to guidelines), including folding up the marquee, and packing away tables, merchandise displays, products, signage etc. This will involve lifting heavy boxes
  - Processing and recording all sales as well as tracking inventory
  - Ensuring the security of stock, cash box and devices at all times
  - The market assistant is expected to maintain a professional appearance wearing a Little Bumble logo t-shirt and/or apron (this will be provided)
  - Other tasks as directed

### SKILLS & EXPERIENCE

- Qualifications:**
- Driver's licence

- Experience:**
- Sales experience preferred
  - Experience with the point-of-sale system Square would be advantageous



## Market Assistant POSITION DESCRIPTION

### **SKILLS:**

- Enthusiastic, positive and professional attitude
- Attention to detail
- Exceptional customer service
- Excellent verbal and written communication
- High level of initiative and reliability
- Efficient and punctual
- Self-motivated and able to work efficiently unsupervised
- Organised and able to meet deadlines
- Able to think on your feet with good analytical and problem-solving skills
- Ability to perform physical duties such as lifting between 10-25kgs

### **PERFORMANCE GOALS:**

- Punctual, reliable, and able to work towards productivity and sales targets
- Deal with clients, suppliers and other employees professionally
- Ensure market display is clean and presentable at all times
- Professional conduct must be consistently demonstrated

*This job description is intended to describe the nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents. This job description does not constitute an employment contract between Little Bumble Pty Ltd and any employee.*