

The Oxford Gun Company

Busy, expanding Gun & Country Clothing Shop looking for full-time assistant.

About us.

The Oxford Gun Company, incorporating Oxford Country Clothing, is a 40 year established gun shop & shooting school on the Buckinghamshire/Oxfordshire border. Set in 400 acres of fields and woodlands, our shop & grounds are the peaceful setting for our customers to browse and purchase, away from the hustle & bustle of everyday life.

Job description.

As front-of-house you will be the first person our customers see - you will need to set the impression of the business.

Therefore we are looking for someone who:

- Has excellent personal skills
- Is approachable
- Has a warm personality
- Gives an excellent first impression

Along with making our customers feel welcome you will also be responsible for:

- Advising customers on their purchases
- Helping with promotions
- Use of the till/cash handling
- Answering phone calls and customer queries
- Booking customer appointments
- Replenishing and displaying stock, plus stock-room control
- Keeping the shop clean, tidy and clutter free
- Providing `5 star` customer service
- Looking after corporate clients
- Making sure sales targets are met
- Keeping the website and social media up to date with new items and promotions

What do we require from you?

As a thriving and forward-looking business we would require:

- A passion for country pursuits
- An understanding of VIP culture
- A `can do, will do` attitude
- Willing to go above and beyond at every opportunity
- Excellent level of customer service
- Fashion sales experience desirable, but not necessary
- Able to work flexible hours
- Be able to work alone or as part of a team
- Ability to remain calm and work under pressure

What will you be working towards?

Once established in the business we will encourage you to work towards a shop managerial position, which will require you to:

- Maintain relationships with existing suppliers while seeking new ones
- Selecting new products and reviewing the current stock range
- Finding the right suppliers
- Ordering and stock control
- Starting up and promoting mail order

What would your working hours be?

You will be working around 40 hours a week, but these will be flexible and will include every Saturday. During busier times (e.g shows and promotional events) you will be expected to work the occasional Sunday and/or bank holiday, but this will be arranged in advance on joining the company.

What would your salary be?

Your salary will reflect your experience.

If you are interested in this opportunity then please send your CV and covering letter to rosie@oxfordguncompany.co.uk

For more information please **call Doug on: 01844 238308**