



Fine Art Textiles
Painting Supports, Furnishing Fabrics

Russell & Chapple Job Description October 2019

Retail Sales Assistant – Full time

Position: Full-time retail sales assistant, starting November 2019

Locations

Store Street, Bloomsbury

Company Profile

Russell & Chapple has traded in West London for many years and its reputation now is as an artists' canvas specialist. The product range is wide and our main customers are artists, theatres, colleges, digital printers, and designers. The company offers a wide variety of products aimed at the creative professional. From the same site, the company also trades as Store Street Framing.

The Store Street site operates as both a retail and administrative centre. Dispatch is mostly through our warehouses situated in Tottenham. A team of 25 people work in the business.

Job Profile / Duties

We are seeking committed and professional staff to work in our retail store. This position would suit someone with retail experience and an interest in artists' materials, with particular emphasis on painting surfaces.

We provide a very high level of service to our customers and, as they are the first point of contact, our retail staff play a vital role. They have to be knowledgeable about our huge range of products and capable of fielding all sorts of enquiries. The specialist knowledge of trained fine art painters is relevant, and an understanding of other aspects of textiles is equally valued. The job will principally involve processing sales orders through the till and on the computer, dealing with customer enquiries (both in the shop, via telephone and e-mail), ordering stock from suppliers and the warehouse, mount-cutting for framing, stretching canvases and taking in deliveries.

The work is physically demanding. Although we have manual handling equipment it often involves heavy lifting and carrying.

The chosen candidate will be expected to become competent in using the computer system to access customer information and process orders. Retail experience in this area will be valued.



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Candidate's Profile

The role requires a self-motivated individual with high personal standards who will be able to use their initiative to perform a wide range of duties. The skills we require include:

- Retail and/or Framing experience
- A knowledge of artists' materials and techniques
- Personable and enthusiastic manner
- The ability to make things competently
- Ability to work closely with a small team of people
- Some IT skills
- Numerate, thorough and able to handle detail

Salary

£17,500 per annum.

There are opportunities to assume greater responsibilities for a larger salary over time.

Holiday entitlement is 20 days, plus public holidays.

Closing date for applications: 1st November 2019

To apply, please send a covering letter and CV to jobs@randc.net