

RETAIL ENTERPRISE COORDINATOR

PART TIME

Sovereign Hill is a dynamic group of museums presenting the mining, social, cultural and environmental heritage of the Ballarat region and its impact on Australia's history.

The Commercial and Operations Department comprises of Operations, Retail outlets - both internal and external to the Museum, Sovereign Hill Hotel, Visitor Services & AURA.

We are looking for a Part Time (approx. 30 hours per week) Retail Enterprise Coordinator to oversee the Clarke Brothers, Grocers store in the Outdoor Museum. Grocers were the ultimate in general stores, selling food, clothing, digging tools, soap, candles as well as many other things that the digger may need. The Clarke Brothers recognised and catered for the needs of the growing Ballarat population. Not only did they supply the basic domestic needs to diggers, but imported delicacies for the successful. Today we provide kitchen, laundry, library, garden and children's supplies, with chocolates, jams and liquorice catering to the sweet toothed goldfields visitor.

In this costumed role you will be responsible for engaging and assisting visitors with enquiries, purchasing decisions and processing sales transactions. You will also be responsible for developing and providing demonstrations for the Grocers as well as the visual merchandising, stock management and store presentation.

TO BE SUCCESSFUL YOU MUST HAVE:

- Strong experience in a customer service or retail environment
- Excellent customer service skills and the ability to deal with all facets of the general public
- Excellent communication skills, an outgoing personality and a genuine liking for people
 - Experience in cash handling electronic POS and daily taking reconciliations
- The ability to work flexible rosters including weekends, public holidays and school holidays

A certificate III or higher in Retail, Tourism or other related discipline is essential.

If this sounds like the opportunity you have been looking for please visit our website at www.sovereignhill.com.au/careers for more information including a full position description and information on how to apply.

APPLICATIONS CLOSE MIDNIGHT SUNDAY 18TH NOVEMBER 2018

Applicants must be eligible to work in Australia and appointment is subject to satisfactory Police Record and Working with Children Checks.