Mint Velvet Deputy Manager

**Responsible to:** Department Manager

**Salary:** Negotiable

**Hours of Work:** 38 hours/week over 5 days.

The successful candidate must be fully flexible between the stores trading hours of 9am-6pm Monday-Saturday. The position will also include late night trading and Sundays.

**Staff Reporting:** Sales Assistants

**Job Purpose:** To engage and deliver excellent service to every customer and to provide product information to enable to the customer to make an informed choice. To Support the manager in the day to day running of the department and deputise in the managers absence.

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| PROFILE | VISUAL |
| * Have an effortless style * Possess a real love of fashion * Look like the brand * Be inspirational in all areas of the business * Be confident to shape ideas and opinions to improve the brand * Have a desire to help produce the best results possible in all aspects of the business * Love to be organised, meeting deadlines and getting the job done * Enjoy making other people feel great * Be warm, buzzy and natural | * Help deliver the best looking store possible reflecting the Mint Velvet guidelines * Have a visual awareness of retail from boutique to High St * Maintain immaculate retail standards and housekeeping * Drive sales commercially through reviews of the floor and promoting best sellers * Inspire outfit building through mannequin dressing reflecting the Mint Velvet style |
| PEOPLE | SERVICE |
| * Have empathy with team, colleagues and customers * Support recruitment of a Team who truly reflect the Mint Velvet profile and share the brand passion, commitment and goals * Deliver the brand minimum standards and work with Team to do the same * Value and support induction, training, coaching and development * Understand your work place and develop good relationships with the key people within it * Celebrate success and encourage it to spread through the Team * Have a natural ability to communicate at all levels | * Have a fundamental attitude of helping others * Know the Mint Velvet story and share it with everyone * Be fashion aware & informed & develop the same knowledge in your Team * Know, wear and live the Mint Velvet Style * Be an inspirational, helpful and informed role model to customers and staff in what you do and in your personal style * Ensure Team inspire & style customers through their service & personal style * Offer expert stylist advice that a boutique would be proud of * Create an environment where selling happens naturally * Collect customer data to help grow and enhance store sales * Know the web page and spread all of the benefits |
| PROCEDURES |  |
| * Keep Team and customers safe through adherence to H&S instructions and guidelines * Protect store profits through vigilance on stock loss * Read and action everything sent to you * Follow all Mint Velvet policies and procedures * Get product on to the floor as quickly as possible and in all sizes |  |

# How to Apply

In order to apply you will be required to complete an application form, please note CV’s will not be accepted.

An application form can be collected in store from our accounts department on the first floor or downloaded from our website.

Once you have completed your application please return to the accounts department or alternatively post to:

Cristina Gherman, A. de Gruchy & Co. Ltd, P.O.Box 18, 50-52 King Street, St. Helier, JE4 8NN.

# 5 years’ residency IS NOT required for this position

Although every care is taken to ensure the correct closing dates are advertised occasionally we will close this vacancy prior to the published expiry date if we receive a high volume of applications. It is therefore advisable that you submit your application early to avoid disappointment. In the case of this happening please continue to visit degruchys.com for details of alternative vacancies.