

Post Office Counter Clerk **Job Information**

Title of post:	Counter Clerk
Reports to:	Post Office Branch Manager + Centre Management
Salary:	£11,284 per annum
Hours:	20 hours per week, on a rota basis
Probation period:	6 months

Purpose of post:

To work as a team member within the Post Office at The Sherriff Centre, helping us deliver an excellent customer experience.

Main tasks:

Serving customers
Operating Post Office Horizon tills
Handling cash and stock
Informing customers about Post Office products
Opening and closing procedures
Working within Covid-19 compliance guidelines

Who would this role suit?:

Post Office experience is desirable for this role, however, a positive attitude and great customer service skills are just as important, as full on the job training is provided.
The post would suit someone who has a sales or retail background, enjoys a customer facing role and has excellent communication skills, is honest and has good attention to detail.

We are looking for:

Post Office experience/or sales/retail experience, minimum 1 year.
Excellent customer service skills
Ability to learn new systems and processes
A positive, 'can do' attitude
Good communication skills
Reliable and trustworthy
A friendly and professional manner
The ability to work well in a team

We offer:

- 25 days annual leave pro rata
- Free soft play entrance for staff children
- Staff discount on food and drink at the café
- Free entry to Sofar Sounds events (in rotation with other staff)
- Regular subsidized staff socials including Christmas party

How to apply:

Send an email to hello@thesherriffcentre.co.uk attaching your CV and giving us 5 reasons you would be a good fit for this role.