**Sales Advisor Retail Apprentice (Westfield, Shepherds Bush, London)**

**REF: MD**

**Apprenticeship summary**

**Apprenticeship standard Retailer Level 2**

**Annual wage - £8,236.80 - £11,700 depending on age and experience. Bonus scheme will help top up wages. (Rising to £9,984 to £11,700 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - 5 days a week. Shift work – will include Saturdays and Sundays. Shifts can be 10am– 5pm, 12pm – 7pm Monday to Saturday and 11am – 5pm Sunday. (30 hours a week)**

**What will the apprentice be doing?**

***We are a fashion footwear outlet looking for a Sales Advisor Retail Apprentice. This is ideal for someone that wants to grow and develop in the retail industry. Duties in this varied role will cover every area of the shop floor, from cleaning and tidying to booking deliveries.***

**Working with the rest of the team responsibilities include:**

* Deliveries
* Using the till system
* Processing web orders
* Cleaning and tidying
* Booking deliveries
* Customer service
* Stock control
* Completing paperwork.

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Retailer Apprenticeship Standard Level 2 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

* An apprenticeship allows you to earn a wage, gain valuable work experience and industry specific competence.
* Potential for full time employment on successful completion of the apprenticeship.
* Transferable skills that are invaluable in the wider world of work.

**Desired skills and personal qualities**

* Communication skills
* Attention to detail
* Organisation skills
* Customer care skills
* Number skills
* Team working
* Creative
* Initiative
* Good listener
* Mathematical skills
* Presentable
* Discreet
* Pleasant & tactful manner
* Flexible and reliable

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**Things to consider**

Long periods of working on the shop floor.

Bonus scheme will help top up wages.

**About the employer**

Oh, hey babe! You caught us mid-strut. We are a fashion footwear outlet, and we are on a mission to conquer the world, one shoe at a time. We’ve been in the business since 1999 and with stores across the UK, we know what we’re talking about when it comes to shoes. Inspired by diverse women across the world, we focus on making women feel confident, fierce and like a Diva!