



Assistant Sales Co-ordinator

Hours Full time flexible roster

Overview The Urban Co-op & Wellness Hub are looking for a dynamic person to join our Social Enterprise Team. You will play an active part in the development and implementation of our strategic plan to be a model co-operative in Limerick. The community grocery is the focus of the work to reflect the goals of the enterprise and this role can provide an exciting opportunity as this enterprise steps up.

Salary Based on living wage and experience

Please send your CV/Resume to board@theurbanco-op.ie before 25th May 5pm.

Responsibilities

- Report to Management Team
- Sales Pipeline Management
- Co-ordinate with management team the ordering of stock within budget frameworks
- Identifying and recommending new products
- Communication with suppliers
- Co-ordinate food deliveries
- Stock Management & Procurement
- HACCP & Health & Safety compliance
- Merchandising and promotion of the Grocery
- Support management team in the organisation and implementation of events

Essential

- Understanding of the mission and ethos of The Urban Co-op as a social enterprise Excellent customer service and communication skills
- Ability to keep records and data
- HACCP focused
- Computer literacy including MS Office, POS, Social Media platforms and schedulers.
- Ability to work on own initiative, prioritizing, reviewing, and assigning work, organization and attention to detail
- Team player
- Discretion to protect the confidentiality of the business.
- Flexibility to work evenings and weekends/ holiday cover
- Own transport

Desirable

- Ability to design creative and appealing product displays
- Ability to train others in a clear and effective manner
- Marketing & Digital Marketing experience