

## **ICON LIVE LIMITED**

### **JOB DESCRIPTION**

**Name:**

**Job title:**               **Visual Merchandiser**

**Responsible to:**

#### **Main duties and responsibilities:**

To completely clean and re-merchandise our department in each of your branches, creating an attractive co-ordinated display, and to develop good supportive relationships within the branch in order to achieve an on-target performance and maximise sales figures.

#### **Sales and promotional activity**

- To secure the best possible trading position and ensure that the department is properly equipped and supported by the correct graphics and signage
- To motivate the Branch/Department Manager and staff into maximising the sales figures, through effective and positive communication.
- To have a greater degree of concentration of effort on your branches which yield higher sales figures during important trading periods.
- Support sales and promotions through timely and accurate implementation
- To try to affect a complete sell-out of merchandise in each branch (including sale) or by transferring to a clearance branch or a branch which has a longer trading period of sale merchandise.

#### **Stock**

- To ensure that each concession has adequate stock levels to maximise sales and meet targets.
- To re-stock the department between visits. This will be achieved through your professional approach, enthusiasm and good communication skills.
- To secure a place in the stockroom for back up stock and maintain that stock in an orderly fashion as per training instructions.
- To ensure that the stock being sold is of merchantable quality and always displayed according to current layout and planagram.
- To report any problems or issues regarding the quality of stock to your Area Manager.
- If any sub standard stock is detected, to bring this to the attention of your Area Manager and obtain their approval to remove the line from display until an investigation can be carried out and further instructions issued.

## **Internal and External Customer Service**

- To provide a helpful, friendly service to the customers.
- To develop the best possible working relationship with each Branch/Department Manager and in store teams.
- To maintain brand integrity and internal customer confidentiality.
- Whilst working, to act at all times as ambassadors of Icon Live.
- To comply with all store staff regulations and standards.

## **Operational Standards**

- To communicate regularly with your Area Manager and the relevant staff at Head Office as required.
- To resolve in store problems relating to our concession promptly, in the first instance with the Branch/Department Manager and then by informing your Area Manager
- To contact your Area Manager regularly regarding holidays, sick leave, changes to your itinerary, if you are unable to attend work or queries relating to your area.
- Whilst you are given considerable "distance support", you should be able to operate effectively and efficiently without day to day supervision.
- To plan journeys economically if required to travel between concessions.

## **Training**

- It will be a requirement of your employment to successfully complete the Level 1 Competencies and Coursework assessment within 6 months of your commencement of your role as a Visual Merchandiser.
- Upon successful completion of Level 1, Icon Live may at its discretion offer you the opportunity to further your personal development by working towards the Level 2 Competencies and Coursework assessment.

## **Additional duties and responsibilities:**

- To maintain standards in line with the requirements of the job and any policies currently in place
- To undertake such other duties and responsibilities as may be determined from time to time.
- To work any additional hours as the requirements of the job demands, subject to prior negotiation.
- To comply with equal opportunities legislation and be pro-active in challenging prejudice, discrimination and stereotyping
- To adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

Icon Live reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the it's business.

# APPLICATION FOR PART-TIME JEWELLERY MERCHANDISER



<b>Position Applied For:</b>	
<b>Location/Ref No. of Position:</b>	

## EMPLOYMENT HISTORY

<b>Present/Most Recent Post:</b>	<b>Job Title:</b>
<b>Employer:</b>	<b>Date Started:</b>
<b>Salary and Benefits:</b>	
<b>Major Duties and Responsibilities:</b>	

<b>Previous Employment:</b>	<b>Job Title:</b>
<b>Employer:</b>	<b>Length of Service:</b>
<b>Salary and Benefits:</b>	
<b>Major Duties and Responsibilities:</b>	

<b>Previous Employment:</b>	<b>Job Title:</b>
<b>Employer:</b>	<b>Length of Service:</b>
<b>Salary and Benefits:</b>	
<b>Major Duties and Responsibilities:</b>	

<b>Previous Posts (Please start with the most recent):</b>			
<b>Job Title:</b>	<b>Employer:</b>	<b>Length of Service:</b>	<b>Salary:</b>

If there are any gaps in your employment history above, of more than 3 months, please provide details of this below:

<b>Other Details:</b>		
What is the notice required in your present post:		
Is your present post your sole regular employment?	Yes	No
Are you a British subject or a national of any EU Country?	Yes	No
If not, do you have the right to work in the UK and a current work permit?		
If so, please state the expiry date of your right to work in the UK and/or work permit.		
Where did you see the advertisement for the post?		
<b>Convictions:</b>		
Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.		

**EDUCATION/TRAINING**

<b>Secondary Education:</b>	<b>Qualifications/Grade:</b>
<b>Further/Higher Education:</b>	<b>Qualifications (with date)/Grade:</b>
<b>Other relevant training, professional qualifications or work related skills (eg. Languages, First Aid, etc)</b>	
<b>Are you undertaking any course of study at present? (if so, please give details)</b>	

Do you have membership of any professional bodies? (If so, please give details, including any offices held)

**PERSONAL DETAILS**

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current Address:</b>	
<b>Day Time Telephone Number:</b>	
<b>Evening Telephone Number:</b>	
<b>E-Mail Address:</b>	

**Supporting Information:**

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

**Data Protection**

Information from this application may be processed for purposes registered by the Employment under the Data Protection Act 1998. Individuals have, on written request (on payment of a fee) the right of access to personal data held about them.

I hereby give my consent to Icon Live Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicants Signature:

Note: Any false, incomplete or misleading statements or omissions may lead to dismissal.