

Showroom Assistant

Permanent Part Time Role | Min 4.5hrs per week

Festival Hire has an opportunity for a friendly, creative person with first class customer service to join our team. This is a great entry level role with training provided in a fun and dynamic environment to work in. We are looking for an enthusiastic worker, someone that is methodical, confident, trustworthy and that can work under their own initiative to get a job done.

Saturday 8.30am -1pm *(Additional hours during school holidays are available.)*

- SKILLS and EXPERIENCE -

This role will be based in our beautiful the showroom, supporting our Hire & Admin Team as a first point of contact for our retail and hire sales. This role will be focusing on the growth and sustainability of our custom Balloontology creations while assisting with other areas of the business. This will include customer service, stock management and our favourite display and bespoke creations. All training on balloons, retail stock and hire system will be provided.

The ideal candidate must have the ability to work under pressure, follow instructions, display the ability to use their initiative and enjoy the opportunity to get creative. If you are described as having a high level of attention to detail, creative then this role would suit you well as you will need to create displays, designs and colour/item matching often on the spot.

First class customer service is imperative as a large element of the role will include dealing with retail and equipment orders in the showroom and at client's venues/private homes.

- DUTIES and RESPONSIBILITIES-

- Serving customers with retail stock inc Helium balloons & taking orders
- Cash handling with the POS system
- Assisting with clients returning equipment
- Getting orders ready for distribution or collection
- Answering phone enquiries when needed
- Stock checks & record keeping when needed
- Assisting other team members when appropriate for the benefit of the company
- Follow all company policies and procedures at all times

The right candidate has the opportunity to progress and grow within the business. Competitive remuneration and staff discounts offered.

If you have any questions, please do not hesitate to give us a call.

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