



Retail Sales Demonstrator/ Instructor

Job Description

Do you have a keen interest in sewing or like being creative?

Do you have some previous experience in any of the aspects below and you would like to learn new skills in a hands-on environment?

Then this could be the position for you!

We are offering to the right person an exciting position in our sales and demonstration team. You will learn all aspects of retail in-house and at exhibitions.

Gillies Fabrics & Sewing Machines is one of the longest trading family businesses in the city centre of York, established in 1963 by Mr Albert Potter. We pride ourselves on giving excellent personal customer service, an ever expanding range of sewing products, knowledge and sewing courses to our customers. Our enthusiasm for sewing and all things creative is evident when speaking to one of our associates.

Sales Demonstrator and Instructor

If you have a keen interest in sewing or like being creative and have previous experience in any of the aspects below and you would like to learn new skills in a hands-on environment, then this could be the position for you. We are offering to the right person an exciting position in sales and our demonstration team. You will learn all aspects of retail in house and at exhibitions. The position will cover the following aspects;

- Customer service & sales
- Demonstrating & promoting products
- Instructing courses & advising customers
- Merchandising & window dressing
- Stock management
- Packaging stock
- Accepting, storing, sending & organising deliveries

- Exhibition, event & show support
- Administration of records
- Updating social media & website
- Creating documents, photos & videos
- Sending eshots & emails, able to use Microsoft Office, Excel, Word & CorelDRAW, (additional training will be given on these applications) video and photo editing
- Creating embroidery designs using Janome or Husqvarna Viking software (additional training will be given on these applications)
- Sewing, embroidering & alteration tasks for customers and samples
- Travel to exhibitions or training courses.
- Move sewing machines, other boxes and parcels around the premises including up the stairs.
- Able to use step ladders and foot stools
- General domestic duties & other duties relevant to the position as required, in line with and following health and safety protocol

Desired Skills

- Previous experience
- Able to work on own initiative
- Excellent communication skills at all levels
- Good, clear handwriting
- Good numeracy skills
- Good keyboard skills and previous experience with Microsoft packages
- Ability to follow instructions but not to be afraid to ask questions for clarification
- To have sewing skill
- Creative flair
- A good eye for colour and prints

Personal Qualities & Qualifications

- Conscientious
- Enthusiastic about sewing
- Self-motivated
- Organised and punctual
- A friendly outgoing personality
- A willing to learn new skills

Applicants are preferred to possess the minimum of Maths & English GCSE or equivalent Grades A to C, as accuracy is essential. We would also encourage applicants who hold some type of textile or fashion design qualification along with computer skills. Applicants who

hold a Degree or an equivalent qualification in fashion design, tailoring, pattern cutting, soft-furnishing, or textiles will be able to instruct a weekly sewing course in the subject from the start of their employment after our sewing induction tuition. Other applicants will require training on improving their sewing skills and learning the latest sewing techniques.

Working Times

This position is part-time and requires the applicant to be flexible, also be available to work at short notice and cover for holidays when required. Our normal working hours are as follows. We are open 7 days a week Monday to Saturday 9am to 5.30pm, Sundays 10.30am to 4.30pm. These hours may vary in the future. We open later in the evening for sewing courses and late night for seasonal and Christmas shopping. Please note the position requires longer hours of work during the weeks of exhibitions, events and changes in retail seasons especially on the last day of exhibitions when we have to pack our stand down. Time may be given off in lieu for the extra hours worked or paid at your normal rate of pay depending on the circumstances in the following or previous weeks. Due to Covid-19 our opening hours are subject to change.

Completion

After successful completion of our full interview process the applicant will be offered a part-time position within the company on a 3 month probation (Furloughed time or time off due to temporary business closure or sickness is not included in the 3 month probation period). After 3 months the applicant will be assessed and will either join our team on a permanent basis or will remain on probation for an additional 3 months. There will be much opportunity within the company to learn new skills and work towards additional role positions. Advance Sales Advisor, Senior Demonstrator & Instructor, Embroidery & Software Tutor, Advanced Seamstress, Window Display & Merchandising Supervisor and Website & Social Media Coordinator are just some of the positions you could advance to.

To apply

Please send a hard copy of your C.V. to the full address below in an envelope.

Please write the answer to the following questions below **HAND WRITTEN** on the back of your C.V.

- How many years of retail sales experience do you have?
- What is the highest level of education you have completed?
- In 1-2 sentences, please describe how your previous experience is relevant to this role?
- What about this role excites you and made you want to apply? Why are you a good fit for this job?
- Why are you a good fit for this job?

- Please describe your interest in working with us.
- What hobbies do you have?

PTSD0525
HR Department
Gillies Fabrics,
2 Peter Lane,
York
YO1 8SW

Reference ID: PTSD0525
Part-time hours: 20 per week on average
Job Types: Permanent, Part-time

Please print your full name in capital letters, sign and date below to confirm you have read
and understood the position you are applying for

Full Name.....

Signature.....

Date...../...../.....