

# Vacancy

## Deputy DIY Manager



Salary for the post will commence at £12,828 per annum (£1,069 per month)

Solomon & Company (St Helena) Plc has a vacancy within the DIY Store for a Deputy DIY Manager.

As the Deputy DIY Manager, you will assist the DIY Manager with the day-to-day running of the DIY Store. You will provide support for the strategic planning and forecasting, ensuring maximum sales opportunities are captured and take responsibility of the BOU when the DIY Manager is away from the business. Assist with compiling, reviewing and updating shop operating procedures and give support, direction, advice and training to Supervisors as well as assist with managing resourcing, workplace inductions and staff development & performance.

### Interested Persons Should:

- Have 3 years' experience in a Supervisory position and/or relevant staff management position, with strong leadership skills and the ability to lead and develop others
- Demonstrate proven experience of working in retail or a similar environment, with the ability to multitask and problem solve in a fast paced environment
- Possess Grade C or above in GCSE Maths & English, or equivalent
- Be computer literate namely in the use of Microsoft applications and ideally Access Dimensions & Point of Sales software
- Have a customer focused approach with excellent frontline customer service skills
- Possess experience with administration and be able to analyse and identify sales trends and facilitate sales recommendations
- Be knowledgeable of Stock Management
- Have excellent interpersonal, communication and organisational skills
- Be knowledgeable of health & safety within the workplace including manual handling procedures

### For further information, including the Company's attractive benefits package contact:

Colin Bargo, DIY Manager  22104  [diy@solomons.co.sh](mailto:diy@solomons.co.sh)

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via [hradmin@solomons.co.sh](mailto:hradmin@solomons.co.sh) and completed forms should be returned to Anya Thomas, Human Resources Organisation & Development Office, Solomons Main Office, Jamestown by **30 April 2024**.

### Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- Pension Contributions
- Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- Staff Discounts