



# Sacred Heart College

## AUCKLAND

### Current Vacancy

#### Uniform Shop Manager

Due to an internal promotion Sacred Heart College are seeking to appoint a Uniform Shop Manager to oversee and manage the financial performance of the shop.

Main responsibilities to include:

- Fitting and serving students for uniform needs
- Managing Stock levels and ensure the levels are sufficient throughout the year
- Maintaining relationships with suppliers
- Carrying out general administrative tasks
- Processing Online Shop Orders and maintaining the web shop
- Monthly Financial reporting

This is a Term time only position, 22 hours per week with some flexibility required. The shop is open some Saturday mornings throughout the calendar year and a week prior to the start of the school year. We require someone with effective communication skills (both orally and written), proven retail management experience (advantageous but not essential), sales, purchasing and negotiating skills along with customer service experience, financial nous and being proficient with technology.

Please email expressions of interest and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on [recruitment@sacredheart.school.nz](mailto:recruitment@sacredheart.school.nz). In the subject line please specify the position you are applying for.

**Applications close: 24<sup>th</sup> May 2024**