

# Recruitment Shop Assistant

**Variable hours**

The University of Stirling Students’ Union is offering an exciting opportunity to work as a Shop Assistant in the Union Shop. We are looking for a dedicated and enthusiastic person to join our team and in this role you will play a crucial part in delivering excellent customer service, maintaining the shop’s visual standards and supporting daily operations to enhance the shopping experience of our customers.

Main duties will include:

* Deliver excellent customer service, creating a welcome environment for all customers
* Answer customer queries in a polite and helpful manner
* Offer advice to customers on products that are suitable for their needs
* Help customers locate items within the shop
* Process payments at the till point
* Keep the shop floor clean and tidy at all times
* Stock shelves with new products as and when required
* Inform customers of shop promotions to encourage purchases
* Receive stock deliveries

*This list is not exhaustive and other tasks relevant to the team may be required.*

We are looking for a shop assistant that has a hardworking attitude, adaptability, and the ability to work independently due to the nature of the organisation. All applicants must confirm that they are eligible to work in the UK and are not aware of any restrictions which prevents them from legally doing so, and they should understand that employment with the Students Union is subject to proof of right to work in the UK.

Closing date for applications is Tuesday 22nd April 2025 at 9.00am (GMT).

Interviews will be held on Thursday 1st May 2025 9am and 12.00pm

For more details about the role, please visit [www.stirlingstudentsunion.com/recruitment](http://www.stirlingstudentsunion.com/recruitment)

Applicants should send completed application form to:

Wendy Forbes  
Union Secretary & HR   
wf2@stir.ac.uk

