



WADDES DON

**Waddesdon**  
**The Rothschild Collection**

**Job Title:** Retail Wine Assistant

**Reporting to:** Retail Manager & Wine Advisor

The Retail Wine Sales Assistant is responsible to the Retail Manager and Wine Advisor for the efficient running and administration of Waddesdon's Wine Shop. The Retail Wine Assistant is a crucial part of a small team committed to expanding wine sales and establishing Waddesdon as a centre of excellence for wine.

The key result areas and responsibilities associated with this post are described below:-

- **To maximise sales of wine and wine gifts through the Wine Shop**
- **To build up a strong local customer base**
  - Liaising with the Wine Advisor to develop a strategy for building up strong local customer loyalty.
- **To conduct correct till procedures and report daily sales**
  - To be responsible for the accurate handling of money.
- **To ensure a high standard of merchandising and shop display**
  - To include shelf filling, the production of shelf talkers, and general display.
  - To be responsible for the creation of dynamic displays which help communicate the offer and sell wine.
  - To be responsible for maintaining appropriate stock levels in the Wine Shop - liaising with the Warehouse Manager.
  - To be responsible for the correct bar-coding of all products.
- **To ensure adequate wine stock levels in the Warehouse**
  - To raise purchase orders for wine ex-UK and liaise with the Retail Manager and the Off Site Sales Executive regarding orders for wine ex-France.

- **To conduct informative tastings in the Wine Shop**

- Working with the Wine Advisor to create a tastings programme that is used as a major selling opportunity.

- **To assist Waddesdon's Wine Advisor with corporate and private wine tastings on Waddesdon's estate and off-site**

- Setting up, welcoming, clearing down, pouring wine and assisting with Q&A
- Leading tastings in the Wine Advisor's absence

- **Undertake formal recognised training and gain qualifications**

- funding provided by Waddesdon, mentoring by Waddesdon's Wine Advisor

- **To track auction and market prices of wines we sell**

- To use broker lists and auction information to create a monthly comparison report to ensure our prices are competitive.

- **To assist in stocktakes**

- To maintain good housekeeping procedures to facilitate rotational stock counts.
- To implement a rotational stock count plan working with the Warehouse Manager.

- **Terms & Conditions**

*Salary:* £15,200 per annum

*Holiday:* 25 days per annum pro rata, increasing to 28 days after three years' service and 30 days after ten years' service.

*Hours:* Hours are full time 37.5 hours per week, Wednesday - Sunday including bank holidays

*Other* National Trust contributory pension scheme.

National Trust Staff Card which entitles free entry for two people at all NT properties and a discount in their shops.

Application date closes on 2 March.

Interviews will take place on Thursday 8 March.