

Farm Shop (Retail) Manager

An Tairseach Organic Farm and Ecology Centre in Wicklow Town has been at the forefront of the organic food movement acquiring organic status back in 2006. The 70-acre organic farm now produces an abundance of organic vegetables as well as organic beef & pork which we sell in our organic Farm Shop and at Farm Markets.

About the Role

Reporting to the Executive Director, the Farm Shop (Retail) Manager will be responsible for the day to day running of our organic Farm Shop. The Farm Shop (Retail) Manager will lead the Farm Shop team in all aspects of sales, merchandising, stock and cost control, customer service and staff training.

Roles and Responsibilities

- Customer Service – ensure a high level of customer service is adhered to throughout the Farm Shop.
- Cash Management – performing end of day cash and accurate reporting.
- Administration duties such as purchasing, receiving, stock take and inventory reporting.
- Manage the stock levels of the appropriate goods.
- Ensure the shop remains clean, tidy and professionally presented with all items clearly priced.
- Ensure retail visual merchandising and displays are well maintained.
- Staff training, motivation and development – ensuring all employees are adequately trained in areas such as tills, merchandising, product knowledge etc.
- Full compliance with Health & Safety and Food Safety requirements.
- Highly organized with an ability to multi-task and prioritise.
- Promotion and development of the Farm Shop through social media and other marketing tools.

Key Requirements:

- 3 – 5 years experience in a customer facing retail business.
- Excellent customer service skills.
- Must be commercially minded with a clear passion for retail.
- Friendly and helpful personality.
- Ability to supervise and motivate staff.
- Pro-active and self-motivated.
- Attention to detail.

Hours: Full time, permanent

Pay rate: DOE