



Shop Assistant Christian Resources Bookshop Leicester

A part-time position has become available within the business for a Bookshop Assistant. The work is for 12 hours per week, usually spread over 3 days with some Saturday work as needed. Flexibility is essential.

The job will include all aspects of retail work including stock control, customer relations, and cash handling.

The successful applicant will have strong administration skills with a good knowledge of Microsoft Office software in particular Word, Excel and Outlook. They must be able to demonstrate sympathy with the aims, goals and values of the Bookshop and of St Martins House.

Requests for a full Job Description should be made by email to enquiries@christianresourcesleicester.com, and application should be by letter with CV either by email or by post to:

Janette Sturgis
Christian Resources Leicester
St Martins House
7 Peacock Lane
Leicester
LE1 5PZ

Closing date: 10th September