

**National Army Museum Trading Limited (NAMTL)**

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Part-Time Merchandising Assistant**

**Post No: NAMTL 183**

**Person Specification**

<b>CRITERIA</b>	<b>STANDARD</b>	<b>E/D</b>	<b>EVIDENCE</b>
<b>Experience</b>	Experience of stock control, including an understanding of stock and sales management.	E	Application and Interview
	Experience of working with a computerised stock system.	E	Application and Interview
	Experience of producing reliable and intelligent management information, including reports.	E	Application and Interview
	Experience in the heritage, museum or visitor attraction environment.	D	Application and Interview
<b>Knowledge</b>	Sound understanding of Retail KPIs and ability to analyse performance and adapt accordingly.	E	Application and Interview
<b>Skills</b>	Excellent presentation and interpersonal skills with the ability to network and communicate confidently, effectively and persuasively to a wide range of stakeholders.	E	Application and Interview
	Excellent written and verbal communication skills.	E	Application and Interview
	Excellent negotiation and influencing skills.	D	Application and Interview
	Computer literate with good word processing skills and experience of using databases.	E	Application and Interview
	Familiarity with MAC OSX and Apple Mail.	D	Application and Interview
	Ability to interpret sales data to inform decisions	E	Application and Interview
	<b>Aptitudes</b>	Flexible, well organised and able to manage own workload.	E
	Able to work methodically and accurately with good attention to detail.	E	Application and Interview
	Good team player.	E	Application and Interview
	Understanding of working in support of equality and diversity at all times.	E	Application and Interview
	Interest in military and/or general history, culture and the arts.	D	Application and Interview
<b>Particular circumstances</b>	Travel to other venues e.g. Stevenage store may be required and may include some overnight stays.	E	Interview

**KEY: E = Essential**

**D = Desirable**