

National Army Museum Trading Limited (NAMTL)

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Part-Time Merchandising Assistant

Post No: NAMTL 183

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Experience	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
Knowledge	Sound understanding of Retail KPIs and ability to analyse performance and adapt accordingly.	E	Application and Interview
Skills	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
	Aptitudes	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
Particular circumstances	Travel to other venues e.g. Stevenage store may be required and may include some overnight stays.	E	Interview

KEY: E = Essential

D = Desirable