



381 Canterbury Road, Ringwood Ph 9872 5122 [www.musicland.com.au](http://www.musicland.com.au)

## **POSITION AVAILABLE**

### **Music Retail Store Assistant**

#### **Job Description:**

This role supports an iconic family business in the music industry. We are looking for an enthusiastic Music student to join our friendly, exciting team. This position involves tasks that support our sales team and retail store, including preparation and customer service.

Hours may be flexible and will include Saturday daytime work and mid week afternoon or evening hours.

#### **Responsibilities Include:**

- Welcoming customers and profiling as instructed
- Assisting with store presentation, preparation, cleanliness, functioning and connections, coordinating brochures and accessories
- Phone calls to past customers; including courtesy calls
- Completing paperwork, including sales invoices, transactions, delivery forms with training provided
- Assisting at in-store events: stage setup and connections, welcoming customers, assisting with artist requirements, coordinating refreshments, and assisting with customer enquiries
- Assisting with mailers and other duties to support the sales team

#### **The successful applicant will have;**

- Musical knowledge or background, and keyboard playing skills
- Experience in retail or customer service
- Friendly and approachable character
- Professional communication skills and excellent phone skills
- Responsible, reliable and dedicated
- Living within reasonable distance of Ringwood

**Hours:** Saturday 9am – 5pm and one weekday afternoon/evening shift as rostered. 10 hours per week or up to 20 hours as arranged with the Manager. Additional shifts are available during December and January period.

**Remuneration:** Award rate plus quarterly performance bonuses

**Position Available:** Immediately

Please email a note explaining why you would be ideal for this role, along with your resume, to [michelle@musicland.com.au](mailto:michelle@musicland.com.au)