

# CLOTHING & ADMIN ASSISTANT

TRIUMPH 

✓ PART OF THE **KICKSTART SCHEME**

Manage customer queries swiftly & courteously



## WHAT DOES A CLOTHING & ADMIN ASSISTANT DO?

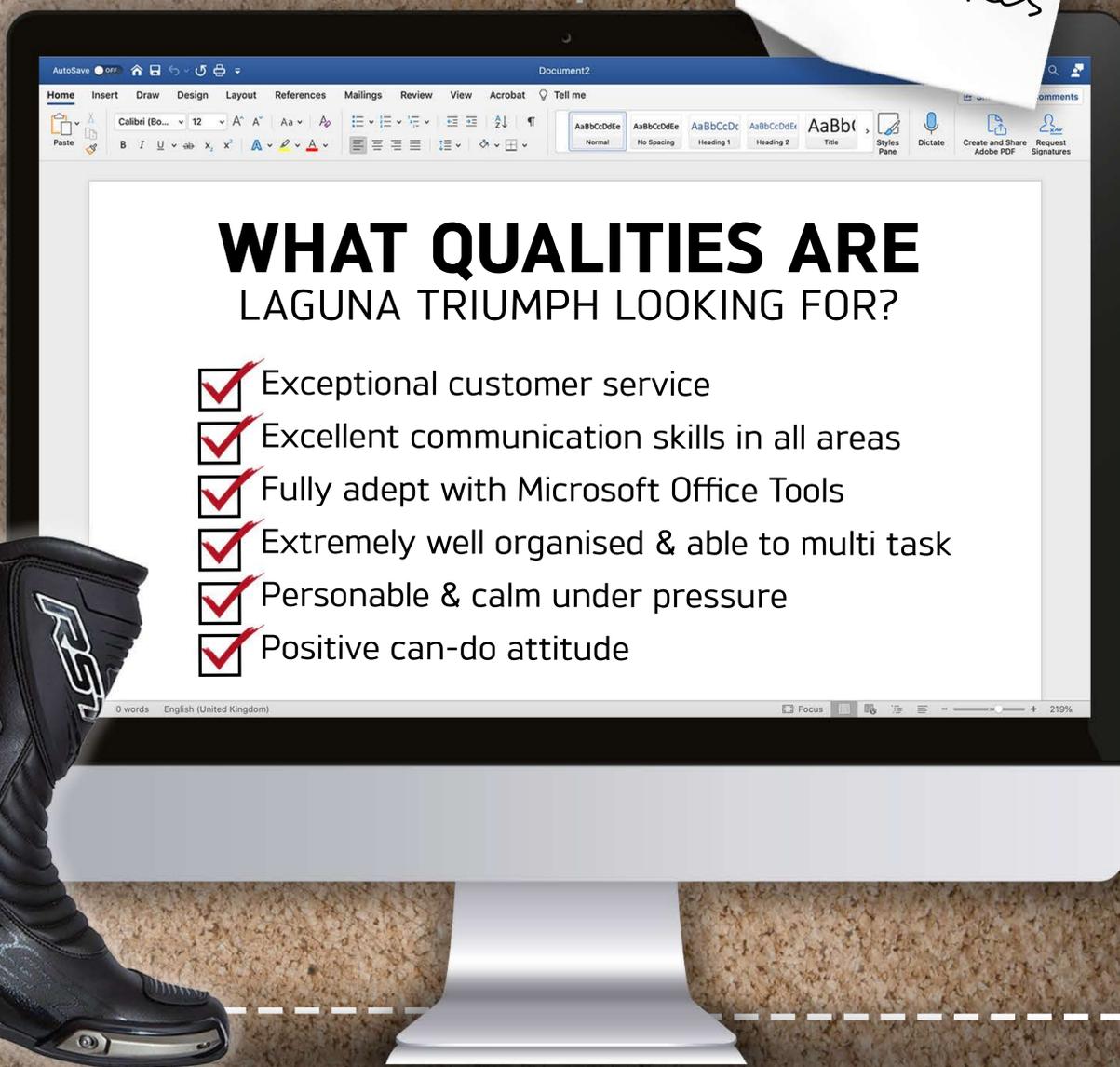
Keep up to date with online portals daily to acquire & accurately input data

Manage stock inventory and clothing displays

Keep systems updated with data for sales & stock

Ensure the highest level of customer satisfaction, retention & loyalty

GET REWARDED FOR **THE JOB YOU LOVE!**



## WHAT QUALITIES ARE LAGUNA TRIUMPH LOOKING FOR?

- Exceptional customer service
- Excellent communication skills in all areas
- Fully adept with Microsoft Office Tools
- Extremely well organised & able to multi task
- Personable & calm under pressure
- Positive can-do attitude



## WHAT ARE THE BENEFITS OF WORKING FOR LAGUNA TRIUMPH?



Motorcycle purchase scheme



Cycle to work scheme



Pension

Parts, clothing & accessory purchase scheme



Workshop labour discount scheme



# WE NEED YOU!



## HOW DO I APPLY FOR THE ROLE?

**IT'S EASY!**

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