

## **SenseAbilities :: fun and development through the senses**

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# SenseAbilities

### **Retail & Administration Assistant**

SenseAbilities is a 15 year old family owned and run business providing sensory and developmental toys and equipment for people with special needs. The majority of business is filling online orders with the addition of customer service at the Mooroolbark shop.

SenseAbilities is seeking to employ a casual person to work three days per week (approximately 15-20 hours). An understanding of sensory processing, self regulation and people/children with special needs is an advantage, as are computer skills and retail experience.

#### Salary

Retail Employee Level 2, \$25.70 per hour plus superannuation.

#### Main Tasks & Responsibilities

Shop front:

- Greet customers
- Find out the customer's needs. Recommend, select and help locate suitable products.
- Describe a product's features and benefits
- Demonstrate use and operation of the product
- Receive and process cash, account and credit card transactions
- Provide change and receipts
- Arrange and display merchandise
- Conduct stock inventory as required

Order processing:

- Use of MYOB accounting system to process sales, print invoices.
- Pick & package customer orders.
- Process credit card payments.
- Book consignments online with courier or Australia Post.
- Deliver consignments to Australia Post.
- Ability to lift up to 20kg

#### Qualifications

- Training will be provided for most duties however an understanding of sensory processing, self regulation and people/children with special needs is required.

### Availability

- 3 days (Monday, Tuesday, Friday) per week 9.30am - 4pm (or once any booked consignments have been collected by the courier).
- Staff not required between the week prior to Christmas and January in the new year (approximately 3 to 4 week closure).

### How to Apply

Applications should be received by Monday 14th May 2018.

Email your resume and a covering lettering letter, which should outline your experience and suitability for the position to [robyn@senseabilities.com.au](mailto:robyn@senseabilities.com.au)

For all enquiries regarding this position, please contact Robyn Kirkham on 03 9726 8047 or email [robyn@senseabilities.com.au](mailto:robyn@senseabilities.com.au)