

POST OFFICE COUNTER CLERKS

Company Name:	Mannin Retail	Phone Number:	01624 699400
E-mail Address:	careers@hb.im	Number of Vacancies:	2/3
Business Address:	Old Castletown Road, Kewaigue, Isle of Man		Contracted Hours: Varied
Job Title:	Post Office Counter Clerks	Contracted Hours:	Varied
Contract Type:	Part Time	Contracted Hours:	Varied
Temporary/ Permanent/ Seasonal	Permanent		
Area of Work:	Douglas		

Do you enjoy working in a challenging and interactive environment? Applications are invited for Counter Clerks at our Post Office in Douglas.

This position offers a flexible working week with varying days off. Saturday shifts may be required also dependant on the duty Rota.

The total hours of attendance will be flexible. The post attracts a competitive salary with 4 weeks leave per annum and bank holidays.

The Accountabilities:

Serving customers quickly and efficiently, ensuring they are fully informed of all relevant services on offer; Working effectively and proactively towards individual goals and targets; Completing transactions in an accurate and timely manner to provide a positive customer experience; Demonstrate good product knowledge to customers on services available, maximising all selling opportunities; Ensuring necessary administration is completed; Adhering to all security procedures, ensuring that a high level of security awareness is observed at all times.

The Requirements:

Good level of numeracy; Strong communication skills and ability to participate as a key team member; Experience gained with a customer based environment – Post Office experience preferred.

To apply, please send your CV to careers@hb.im

Closing date for applications is 13th October 2017.