



# Office & Retail Assistant

Due to expansion of the business, we are looking for an enthusiastic, hard working person to join the team & work alongside the commercial managers.

## **Daily duties to include.**

Front of house & greeting customers.

Booking in clients & taking telephone enquiries.

Assisting customers in purchasing clothing & accessories.

Stock replenishment & ordering.

Data input and filing.

Facebook promotions of competitions, clothing & other shooting school events.

You must have strong communication skills and be able to talk confidently to a wide variety of customers.

Basic computer skills are required.

This role is a varied role and will require you to work at some shows and events outside of Oakley.

If you are interested in this opportunity please send your CV and covering letter to [charlotte@oxfordguncompany.co.uk](mailto:charlotte@oxfordguncompany.co.uk) or for more information please call Charlotte on 01844 238308.

The Oxford Gun Company, Jericho Farm, Oakley, Bucks, HP18 9RG