

Right Angle Picture Framing Ltd.

Customer Advisor

We are seeking a Customer Assistant to work with us in our shop.

The tasks you will undertake are:

- Work with customers to select frames
- Keep displays and samples up to date, relevant and tidy
- Keep our work ticket system up to date
- Present completed work to customers
- Take payments for work
- Answer telephone calls
- Organise our shop window by liaising with artists
- Promote our services through Social Media
- Process work to and from Wessex Fine Art
- Order and display art materials
- Liaise with Greetings Card suppliers
- Order and display readymade frames

To do this you will need to have:

- A basic understanding of the framing process
- Artistic flair
- Be familiar with and/or have an interest in art and art history
- Excellent communication skills – both in person and on the telephone
- Excellent attention to detail

The hours you will work are

Wednesday, Thursday, Friday 0900 – 1500 (We would consider reduced hours during the school holidays for the right candidate).

Saturday 0900 – 1600 One Saturday in 4.

In return we can offer

Salary - £8.50 per hour, then £10.00 per hour following satisfactory training (estimated 3 -4 months)

Leave – 20 days plus Bank Holidays

Right Angle Picture Frames Ltd
20 High Street
Corsham
Wiltshire

January 2019

Thank you for your interest in our Customer Advisor role.

The shop began life in 1984 where Corsham Bookshop is now, and moved to our present location around 2003. We have grown to a small team of 7 staff. We do work for individuals and local organizations, including museums. We specialize in bespoke framing, which means that no two jobs are the same, even after 42 years in the framing trade I still see new things! We have a 5 star rating on Google and intend to work to keep it. You can see examples and videos of the framing process on our website (www.rightanglepictureframing.co.uk).

We now need a Customer Advisor to work 'front of house' whilst we make up frames.

If you interested, please send your CV together with a covering letter explaining how your skills and experience match what we are looking for, by February 10th.
(Either leave at the shop, or email to – steve@rightanglepictureframing.co.uk)

Interviews will be held in the evenings when the shop is closed.

We look forward to reading your application

Yours sincerely

Steve Hible
Owner of Right Angle Picture Framing Ltd