

SALES INTERN

Basis: Part-time from January 2020 until May 2020 with opportunity for extension

Hours: 15 hours per month (and more in busy periods)

Location: Usually based on the Middlesex University campus, Hendon

Salary: London Living Wage, currently £10.75 per hour (plus holiday pay)

Department: Communications & Income Team



The Role

Middlesex Students' Union is seeking a committed, target-driven Merchandise Sales Intern to join the Communications & Income Team. The Sales Intern will work closely with the Income & Marketing Coordinator to generate income from the sale of our official Middlesex University merchandise. The position holder will participate in face-to-face sales through on-campus pop-up stalls, as well as assist the development and expansion of our online store.

The successful candidate will enjoy generating sales, demonstrate superb interpersonal skills, and have strong self-motivation. In addition to this, the ideal candidate will have the ability to work alone or as part of a team. In return you will receive a flexible, London Living Wage role at an award-winning Students' Union, with a focus on training and development to build your knowledge and skills in a practical setting.

Responsibilities

- Support sales of the official Middlesex University merchandise range, selling products at events and on-campus pop-up stalls, and handling and processing cash and card sales as required.
- Work with the Income & Marketing Coordinator to promote the range and increase sales, devising effective promotional offers and discounts.
- Identify opportunities for new products in line with student demand, and working with the Income & Marketing Coordinator to evaluate existing products.
- Assist in the management of merchandise stock, checking inventory, performing regular stock-takes and maintaining records.
- Assist in promotion of MDXSU opportunities and services, acting as an ambassador for the Students' Union.
- Other duties as required to support the Income & Marketing Coordinator and wider Communications & Income team.

Requirements

Criteria	Requirement
Qualifications	
Current Middlesex University student	Essential
Knowledge and Experience	
Sales experience (within a retail setting)	Desirable
Experience in customer-facing work	Desirable
Knowledge of the existing merchandise range	Desirable
General understanding of the work of Middlesex Students' Union	Desirable
Attributes/skills	
Excellent verbal communications skills	Essential
Confident, with strong interpersonal skills and the ability to establish good working relationships	Essential
Ability to work alone or as part of a team	Essential
Proactive approach to problem-solving and ability to work on initiative	Essential
Ability to upsell and maximise revenue potential	Desirable
Excellent organisational skills and attention to detail	Essential
Proficient in Microsoft office and online sales platforms	Desirable
Values & Ethics	
Team player	Essential
Positive attitude & enthusiastic about Middlesex University & MDXSU	Essential