



HUMMINGBIRD BRIDAL STUDIO : JOB SPECIFICATION AND DESCRIPTION

Position: Contracted Bridal Store Supervisor & Head Stylist – Temporary

Start: As soon as possible

End: Estimated Mid. July'21 to be discussed with strong potential for continued work

Contract: Saturday and Sunday working essential. Weekday shifts may be required/available for over time or training. 8-16 hours a week with chance for overtime. Lots of room for growth and longevity. Potential for long term employment or role enhancements based on suitability.

Pay: £14/hour + 2% commission

Hummingbird Bridal Studio, Sheffield, is seeking a reliable and experienced Store Supervisor to start as soon as possible on a contract basis, with strong potential to grow within this expanding independent bridal boutique. We are looking for a fun, lively individual for this colourful role which includes supervisory responsibilities with emphasis on Stylist duties. We are looking for a candidate who is casual in nature who moulds well with others, but can also show great business etiquette and professionalism – working within a luxury bridal boutique is not your average position and personality is key! You must be personable and upbeat, but also have focus and motivation to ensure smooth running of the store either as a team or independently. Within the role you will be required to execute broad knowledge of product and express understanding of cut, fabrics and overall design. This isn't purely a selling or admin role, it is a mix of everything that running a business entails wrapped up in extensive customer interaction and service so we are looking for someone who is ready to roll their sleeves up but also ready to have some fun! Candidates must be extremely flexible in both weekly hours/days workable, and willing to carry out a vast array of responsibilities regularly. This role does require some heavy lifting of gowns and boxes at times. The role responsibilities and hours can all be discussed and tailored for the right candidate.

Essential Qualities for Store Supervisor/Head Stylist:

- Retail experience in Fashion, Styling or Bridal
- Reliable and extremely flexible in working hours and days
- Able to work Saturday and Sundays if and when required
- Organisational skills
- Ability to learn new skills and knowledge very quickly and efficiently
- Punctual and expert time management
- Computer skills – basic experience on systems such as email, Microsoft word and Excel
- Vivacious – a personable character is key within this customer centred role
- Motivated – this role requires stamina and self motivation for longer hours. Bridal gowns can be heavy!
- Ability to use own initiative and forward plan without requiring micro management
- Be confident in sales and helping the bride to a decision, without being pushy
- Excellent understanding of fashion, textile and garment technologies
- Be detail oriented and a good communicator
- You must love customer care and be passionate about assisting customers during this magical time

Desired Non-Essential Qualities Supervisor/Head Stylist:

- Educational certifications in Fashion related subject such as Fashion Design, Textiles or Fashion Business/Marketing
- Management experience in fashion related role
- Knowledge of and experience in the wedding industry
- Experience in Bridal



Job Description:

This role is highly flexible, as are the hours. To a certain extent, the hours worked will be scheduled around the deliverables and as much autonomy will be provided over that as possible. It's a team-playing position and we'll work in partnership with emphasis on communication and split management of processes.

Responsibilities include, but are not limited to:

- Developing your encyclopaedic knowledge of the gowns in the boutique and how they can be tailored and amended to suit the bride's unique requirements
- Building relationships with our designers and suppliers
- Carrying out sales appointments solo or as team – includes dressing of the customer
- Taking measurements proficiently and precisely in order to correspond with sizing charts and advise clients professionally for final orders
- You will be a key holder and be responsible for the lock up and open of store at times
- Carrying out collection appointments
- QC of gowns, including steaming and prepared for pick up – Steaming of stock in store will also be a duty
- Merchandising in store and shop windows
- Management of the boutique and shopfront, ensuring the space is clean, safe and 'shoppable'
- Working with the owner to manage stock, identifying sample gowns and range gaps, providing feedback as to how we can evolve and grow vs customer experiences and sales trends
- Placing orders
- Liaising with brides and managing bookings via emails, telephone or face to face
- Liaising with recommended seamstress' regularly and understanding alterations processes in full
- Increased hours from time to time for events or busier periods
- Low season months may see decrease in hours however admin and store duties may increase
- Other duties could include items such as Social Media strategy and support, marketing and accountancy assistance
- Filing and paperwork will be essential in this role; correct computer input will be crucial. Strong emphasis on data protection and discrete treatment of higher profile clients where applicable
- For the right candidate, the role can be tailored accordingly
- Payments and systems involving moneys inclusive of invoicing within trade and sales

What we can bring:

A very flexible, fun and unique working environment. An extremely rewarding and positively challenging role, where working patterns can be moulded to suit as far as possible. This commitment is for an initial short term period approximately to be discussed, but could absolutely lead to increased hours and a permanent position. This is a collaborative role with the owner where open, honest communication is always promised. We are looking for a member of the team who will feel like part of the family, with a potential to grow with us as Hummingbird Bridal Studio enters an exciting expansion.

To apply:

Email Rebecca at info@hummingbirdbridalstudio.com highlighting what appeals to you about the role, what you're looking for and your CV. Contact will be made within 3 working days of receipt. Closing date 16/04/2021 subject to campaign response but we are looking to fill this space asap. Should you be successful the next stages include one on one interview with practical tasks based upon role duties.