



15 Regent Street, Cheltenham, GL50 1HE

Job Description:

Title: General Assistant

Location: Cheltenham, UK

Hours: Average 37.5 per week, some flexibility required

Reports to: General Manager

Salary: Starting salary circa £19k PA. Prospects for the right candidate to become a prominent team member with good promotion opportunities

Contract: Full time, permanent contract

Holidays: 20 days + public holidays

Full UK driving licence and a valid passport are required. Some International travel may be needed.

Summary:

ATB Guitars is one of the leading sellers of high end vintage guitars in Europe. Due to continued growth we require a full time general assistant to help with the day to day running of the business and to assist with content creation for social media posts and videos. Some experience of which is highly desirable.

The job will be based in our recently opened Guitar Lounge in the centre of Regency Cheltenham.

The ideal candidate should ideally have an interest in guitars, or guitar playing, an interest in photography or video making and will have some experience in the use of social media and/or video creation.

He or she will be someone who can show initiative, multitask and work as part of a team, or independently as required. Tasks will involve everything from assisting the General Manager, photographing and making videos of guitars, ensuring orders are packed and shipped out successfully and keeping the lounge in good order.

Key Responsibilities (training will be given where necessary):

Day to day management of the Guitar Lounge, including meeting and greeting customers

Maintaining the environment

Receiving deliveries and shipping orders out

Photographing and videoing stock items

Promoting the business through the various and many social media outlets

Any other duties that may be required

www.atbguitars.com  [atbguitars](https://www.facebook.com/atbguitars)  [atbguitars](https://www.instagram.com/atbguitars)  [@atbguitars](https://twitter.com/atbguitars)

Email: info@atbguitars.com • Tel: 07842 001007 • Int: +44 7842 001007

Person Specification - Experience and skills:

The most important thing you must possess is a passion for what you are doing. This is not a commission driven position and the ideal person is the type who can relate to people on a real level and possess the ability to communicate at all levels.

Essential criteria:

- Experience in social media posting
- Good people skills
- Keen to devote time and energy to growing the business as part of a team
- Good telephone manner and attention to detail
- I.T. literate for all relevant office type programs
- willingness to learn, develop and grow in the role

Desirable criteria:

- Interest in guitars, including high end vintage models
- SLR photography skills
- Videography skills
- Familiarity with Logic Pro X and Final Cut Pro X
- Previous sales experience
- Some Internet marketing experience

Please apply by sending your CV, a brief explanation as to why you think this job suits you and another relevant materials such as links to YouTube videos, relevant Social Media content etc to - jobs@atbguitars.com

or by post to:

Dept JO
ATB Guitars
15 Regent St
Cheltenham
GL50 1HE

Closing date is December 20th 2019.

ALL APPLICATIONS WILL BE TREATED IN THE STRICTEST CONFIDENCE