

PRIMARK – OLDHAM – VACANCIES

TO APPLY: APPLICANTS ARE TO CONTACT JOBSEEKER DIRECT ON 0845 6060 234, QUOTING THE VACANCY REFERENCE NUMBER, TO OBTAIN A COMPANY APPLICATION FORM. THE COMPLETED APPLICATION FORM IS TO THEN BE TAKEN ALONG TO THE PRIMARK RECRUITMENT DAY ON WEDNESDAY 06TH SEPTEMBER 2006, AT THE AVANT HOTEL IN OLDHAM.

Cash Office Assistant

£4.75 per hour (18-21) and £5.35 (22+).

4 – 37.5 hours per week

Must have excellent communication skills. Previous cash office or book keeping experience is an advantage. Duties will include all cash transactions, both daily and weekly, cash register balancing and float preparation, banking and petty cash. Must be able to attend recruitment day on 6th September 2006.

The hours are to be arranged with the employer to meet business needs. Full and part time hours are available. There is a weekday team and a weekend team. Take completed application form to recruitment day on Weds 6/9/06 at The Avant Hotel, Oldham. Full details in application pack.

OLH 54399

Stock Room Operative

£3.85 per hour (under 18), £4.78 per hour (18-21) and £5.35 (22+)

4 – 37.5 hours per week

Previous stock control / administration experience is an advantage. Duties will include general stockroom admin regarding goods inwards and outwards and extensive use of a computerised stock control system. Will also be required to deal with general housekeeping and health and safety. Manual handling will be required.

The hours are to be arranged with the employer to meet business needs. Full and part time hours are available. There is a weekday team and a weekend team. Take completed application form to recruitment day on Weds 6/9/06 at The Avant Hotel in Oldham. Full details in application pack.

OLH 54401

Retail Operative

£3.85 per hour (under 18), £4.78 per hour (18-21) and £5.35 (22+)

4 – 37.5 hours per week

Must have excellent communication skills and a high standard of personal appearance.

Duties will include assisting in the overall running of a department, providing efficient customer service, cash handling, display and movement and storage of stock.

The hours are to be arranged with the employer to meet business needs. Full and part time hours are available. There is a weekday team and a weekend team. Take completed application form to recruitment day on Weds 6/9/06 at The Avant Hotel in Oldham. Full details in application pack.

OLH 54400

Supervisor

£5.75 per hour

Previous retail experience is essential. Previous supervisory experience is an advantage.

Duties include working on the shop floor, supervision of staff, staff training, department inspections to check merchandising and customer queries and complaints. Will also be required to assist with general housekeeping, pricing and point of sale.

The hours are to be arranged with the employer to meet business needs. Full and part time hours are available. There is a weekday team and a weekend team. Take completed application form to recruitment day on Weds 6/9/06 at The Avant Hotel in Oldham. Full details in application pack.

OLH 54402

TO APPLY: APPLICANTS ARE TO CONTACT JOBSEEKER DIRECT ON 0845 6060 234, QUOTING THE VACANCY REFERENCE NUMBER, TO OBTAIN A COMPANY APPLICATION FORM. THE COMPLETED APPLICATION FORM IS TO THEN BE TAKEN ALONG TO THE PRIMARK RECRUITMENT DAY ON WEDNESDAY 06TH SEPTEMBER 2006, AT THE AVANT HOTEL IN OLDHAM.

PRIMARK[®]

Primark - OLDHAM

Primark are opening a new store in **Oldham @ 37/41 Market Place, Oldham, OL1 3AB (The former Littlewoods Store)**. They are looking for approximately **130 members of staff**. Primark operate a system where they have one team of staff working Monday to Friday and another team of staff to work the weekend (this is a great selling benefit).

All part-time Monday to Friday positions are 20 hours per week, 4 hours per day, 5 days per week, various shift available. Several of the part-time Monday to Friday shifts fit around school hours, i.e. 9.30 – 2.30, there is no availability to work term time only.

There are more vacancies available for weekends, as this is obviously the busiest time. Applicants are welcome from anyone over 16 who have finished their GCSEs and student that are at local colleges or universities. Shifts start from 4 hours up to 17 hours per weekend.

The recruitment day process is:

1. **Jobcentre Staff: Follow LMS Instructions. Outside Partners: Customers to contact Jobseeker Direct on 0845 6060 234 and quote the vacancy reference number.**
2. **Complete the form and bring it along to the Primark open day at The Menzies Avant Hotel, Windsor Road, Manchester Street, Oldham, OL8 4AS on Wednesday 6th September 9am to 6pm.**
3. In the event of a large number attending the open days the initial shortlist process will be conducted via a group interview (of up to 16 candidates) for about 20 minutes.
4. Successful applicants from the group interview will proceed to a one to one interview.
5. If they are not selected to proceed to a one to one interview Primark will review their application and if they wish to proceed further, they will be in contact over the next 4 weeks.

6. Applicants should allow half a day for the whole interview process, as Primark are expecting a lot of interest.

Applicants must be dressed in formal clothing suitable for an interview, anyone that is dressed inappropriately will be sent home to change or their application form will be taken off of them.

- No Jeans/Denim
- No Sportswear
- No shorts
- No baseball caps
- No Visible Piercing
- No Visible Tattoos
- No children taken into the interview
- Mobile phones switched off

“First impressions really do count”

They will be looking for enthusiastic people with good communication skills and a good understanding of questions asked, they stress that they are not looking for people who can talk the longest or the loudest. Applicants should have a good understanding of what it will be like to work in a new Primark store (ideally would have visited a Primark store before the recruitment day) and be willing to discuss their customer service experience in the group interview. They are not necessarily looking for retail experience. Throughout the recruitment process applicants should be prepared to talk openly and ask questions.

Everyone is treated equally – the only exception to this rule is people with learning/hearing difficulties who are offered the opportunity to go straight to the one to one interview if they prefer.

Following the group interview, the successful candidates will be called into another room for a one to one interview and the unsuccessful candidates informed accordingly (a bit like X factor...). However, those who are unsuccessful at this stage are kept on file and may be contacted within the next 2/3 weeks for an interview if there are still any vacancies available. If the candidate doesn't hear within 4 weeks their application will not be processed any further at this stage.

There are no managerial positions currently being advertised through the job centre although Primark do run a Management Programme. Any enquiries about this should be directed to the Primark web site. www.primark.co.uk

If customers request further information about the company, please refer them to the company website www.primark.co.uk

