

Your new  
career  
awaits



# About Sofology

Established in 1974, we are unique in the world of sofa retailing. Our aim is to create an environment which is relaxed, fun and engaging for both our customers and our Sofologists. There are more than 900 people in our business who all, in their way, help us to deliver nearly 200,000 sofas a year to customers across the UK.



# Our Mission

we simply deliver  
the exceptional

fology®

The image shows the exterior of a modern building at night. The building features a prominent brick wall on the left side and a large glass facade on the right. The interior is brightly lit, revealing a multi-level space with various rooms and displays. Several large posters or advertisements are visible through the glass windows. The sky is dark, and the building's lights create a warm glow against the night.

Our Sofologists are friendly, smiley, fun and energetic. They just want to do the right thing and to make our customers feel relaxed.



## Warehouse

The team in our Warehouses are responsible for the safe movement and storage of all of our products and making sure they are ready to be delivered to our customers.

## Customer Services

The 'window' of Sofology. They liaise with all areas of the business to ensure our Mission is delivered to every customer, every day.

## Upholstery

Our furniture specialists are responsible for maintaining our products by providing an expert repair and refurbishment service.

# Our Values

We work together from a core set of Sofologists principles known as Our Values:

- Committed
- Caring
- Trusted
- Fun
- Progressive
- Exceptional

These principles enable all Sofologists to deliver a fun and relaxed shopping experience to our customers, regardless of the job they do or where they work.



## Finance

This department focuses on all financial aspects of the business, from supplier invoices and customer payments to payroll.

## People Team

The People Team are responsible for the 'lifecycle' of our Sofologists, creating an enjoyable place for everyone to work.

## Merchandise

The engine room of the business. Their prime focus is the management of product in and out of the business.

## Retail

Our stores are the home of our product. Sofologists deliver an instore experience that empowers every customer to choose the right sofa for them.

Our Apprenticeship scheme is in partnership with **North Lancs Training Group**, all Apprentices will receive a combination of work based training and a relevant NVQ qualification.

## Our Qualifications

NVQs relevant to roles include:



	BUSINESS ADMINISTRATION	CUSTOMER SERVICE
LEVEL 2	Certificate in Business Administration	Certificate in Customer Service
LEVEL 3	Diploma in Business Administration	Diploma in Customer Service
WHAT THIS WILL LEAD TO	On completion you will then be able to either partake in a Foundation, Honours Degree, or a specific professional qualification i.e. CIPD, CIMA, CIPS (HR, Finance, Merchandising).	There are additional NVQ's available in Team Leading and Management or you can continue your education in Customer Service by completing an NVQ level 4.

Professional qualifications available via sponsorship:

**CIPD** - Human Resources

**CIPS** - Merchandise & Supply Chain

As an apprentice Sofologist you will also be included in our Sofology Academy. The Academy has a Learning Curriculum that covers relevant and bespoke training for a variety of roles across the business.

We are excited about getting you on board. Please visit our careers website for further information [www.careers.sofology.co.uk](http://www.careers.sofology.co.uk)

There are two types of Apprenticeships:

[Intermediate Level Apprenticeship - Level 2](#)

[Advanced Level Apprenticeship - Level 3](#)

UPHOLSTERY	WAREHOUSE
Diploma in Cabinet Making, Upholstery, Polishing, Cutting and Sewing	Certificate in Warehouse and Storage
Diploma in Cabinet Making, Upholstery, Polishing, Cutting and Sewing	
This specialist qualification may lead to Team Leading and Management NVQ level 3 qualifications.	This qualification may lead to a certificate in Team Leading or a further specialist qualification in Logistics Operations or Warehouse and Storage level 3.

CIMA - Finance	CIM - Marketing
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Helping you  
to reach **your**  
**potential.**



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