

Cashier

Job Title	Cashier
Reports To	Store Manager

Purpose of the Job

Pleasantly greets every visitor who enters the store; assists all customers with merchandise selection and check out transactions; handles all monetary transactions; must be friendly and enthusiastic and demonstrate outstanding customer service to both internal and external customers.

Key Deliverables/ Accountabilities

- Order entry on the system and payment collection from clients (Cash and Visa).
- Counting cash to handle daily Expenses.
- Maintain Cash movement In & Out on the system and record-keeping.
- Responsible for files and invoices archiving on a daily basis.
- Replacement and recovery according to the company's policy for replacement and recovery
- Count the money in the cash registers at the beginning and end of the shifts to make sure the amounts are correct and that there is proper change.
- Ensure completion of transactions.
- Attend daily Flash Meetings at 9:00 am in Gift Shop to learn more about the daily schedule for tour groups, introductory talks, special events, etc.
- Accurately carry out all Point of Sale (POS) transactions to maintain the integrity of the inventory; maintain a neat and orderly POS station
- Remain knowledgeable about store sales goals and actively participate in achieving those goals
- Assist with annual inventory count
- Assist in setting up for special events and special sales
- Assist Store Manager in administrative activities related to store operations
- Other duties as required or directed by Store Manager

Qualifications

- 1 to 2 years' experience in the same field.
- Experience in retail system is preferred.
- Bachelor's degree in commerce is desirable.
- Very good in Microsoft Office Skills.
- Customer service mentality
- Ability to work well in a team environment, exceptional interpersonal skills
- Reliable and prompt
- Comfortable and competent working with numbers/figures
- Ability to stand for extended periods of time***
- Available to work store schedule, including some evening and weekend hours