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SHOP 55A/CENTRAL SQUARE SHOPPING CENTRE , 1, 23 Central Ave, Altona Meadows VIC 3028

VACANCY

Part-time Retail Assistant

We are seeking a dynamic, energetic retail assistant on a casual basis. In this position, you will play a key role in managing the shop and same time provide exceptional customer service experiences on a daily basis. You must be organized, detail-oriented, and knowledgeable of the products we sell. Prior knowledge of using retail cash register and POS machine and/or quick learner attitude.

Retail Assistant Duties and Responsibilities

- Manage the shop on your own and agree to work on weekends as-well-as on weekdays.
- Process payment by using cash register, and POS (point of sale) computer system.
- Greet customers and make them feel welcome.
- Maintain a clean, organized, and comfortable shop environment.
- Be attentive to customers, providing answers to any questions.
- Make recommendations.
- Restock the items that are running low and should be able to lift 20kg and able to do physical work from time-to-time.
- Assist with inventory counts and placement of new products, including new in-store and in the bulk.
- Handle customer complaints and concerns calmly; find a reasonable solution (calling the business owners when necessary)
- Ensure customers are well-informed on any current specials, rewards programs, and store return policy.

If you are this person, we are very excited to hear from you please call Sherin on 0435538833 or visit our store - SHOP 55A/CENTRAL SQUARE SHOPPING CENTRE, 1-23 Central Ave, Altona Meadows, VIC 3028.