

JOB VACANCY

SALES ASSOCIATE CUM CASHIER

Main Responsibilities:

- Portray a positive representation of Filaa Store.
- Responding to customers with a positive attitude and professionally handling complaints and concerns.
- Answering and attending all customer calls and attending inquiries online (Social Media, Emails & Calls).
- Constantly build a product knowledge base and possess the ability to assist customers with store Catalogue and product details.
- Coordinating with the go down Supervisor/ Storekeeper for dispatching items.
- Price tagging, replenishing of stock, and displaying of merchandise in the showroom as per the directions given by the supervisor.
- Cashier duties (following all cash register transaction procedures, responsible for balancing the cash register and daily sales).
- Coordinating with the supervisor and assisting with receiving, checking in, and stocking merchandise throughout the store.
- Perform all other duties as assigned by the Showroom Manager / Supervisor.

Other Requirements:

- O' – A' Level standard or Diploma in related field
- 1-2 years of experience in a similar field preferred
- Should be proficient in both written and spoken English & Dhivehi.
- Familiar with basic computer skills.
- Ability to work in a team, and be reliable and organized.

Working Hours & Remuneration Package:

- Working Days: Saturday - Thursday
- Hours: 08:00 - 12:00 & 13:00 - 18:00
- Salary: MVR 8,000 - 10,000

Candidates who meet the above requirements may send their CV, NID, Academic Certificates, and Reference Letters to jobs@hope.com.mv