



Parkmore Shop Assistant Job Description

KEY DELIVERABLES

Daily Tasks:

- Welcome and greet customers.
- Assisting customers in locating desired shop items.
- Informing customers of shop promotions to encourage purchases.
- Performing regular price checks as marked on the shelves, to identify and correct price discrepancies.
- Performing end-of-day cleaning duties, which includes wiping down windows, mirrors, and fixtures as well as sweeping and mopping the shop floor.
- Ensure the store room is kept tidy and organised.
- Addressing and bringing customers complaints to the attention of the Shop Manager.
- Addressing customer inquiries.
- Processing customer payments using the shop's Point of Sale (POS) system (training will be provided).
- Maintaining an in-depth knowledge of store items to provide advice and recommendations as needed.
- Restocking depleted or low shop items and ensuring that the shop is neat and organized according to established guidelines.

Stock Receipts:

- Receiving and checking deliveries accordingly.
- Packing new stock away in the shop or in the store.
- Ensure that there are sufficient belts always assembled and available.

General Supplies:

- Ensure the general supplies for the shop are adequately stocked (i.e. cleaning materials, tea, coffee, stationery, etc) and advise the Shop Manager when supplies are low.

General:

- Keeping the shop and the work area clean and tidy (including the store, hall and kitchen) before the shop opens at 9:00am.
- Will be required to assist with annual stock take which will require working additional days over and above normal working hours.
- May be required to work additional days to assist with special events with sufficient prior knowledge.
- Time off may be taken in lieu of overtime.

REQUIREMENTS

- Previous retail sales experience an advantage.
- The ability to stand for extended periods.
- Effective communication skills.
- Detail-oriented.
- Education qualifications must at least be at grade 9 level
- Access to reliable transport

REPORTING AND WORKING HOURS

The shop assistant will report to the Gauteng Shop Manager

- Currently the shop is open from 09:00 to 15:30 on a Wednesday, Thursday and Friday. The Shop Assistant must arrive at 08:00 in order to prepare online orders received and to ensure the shop and other areas are clean and tidy.
- Saturday operating hours may be required from time to time.