



Shop Attendant Job Description

Phnom Penh, 25 June 2019

PAVILION is a 36-room boutique hotel located in the centre of Phnom Penh, managed by MAADS. It is located a few blocks from Phnom Penh most visited areas such as Cambodia Royal Palace, National Museum, historical pagodas...

JOB SUMMARY: Welcome guests at PAVILION Shop. Help customers locate items within the shop. Sell items to customers and collect and count money in the register at the beginning and end of shifts.

DETAILED RESPONSIBILITIES

- Arrange goods in the shop and follow-up cleanliness.
- Make shop items inventory once a month with every supplier.
- Greet customers as they arrive at the store
- Provide customers with information about products and services.
- Take payment in exchange for items sold.
- Identify prices of goods by price tags.
- Enter transactions in the cash register and provide customers with the bill.
- Sort and count currency. Issue receipts and change to customers.
- Count money at the end and beginning of each shift.
- Process exchanges and refunds.
- Resolve customer complaints in a proactive manner
- Keep the work area & outdoor area tidy and clean.
- Any other work assigned by management.

PROFILE

- Good knowledge of excel, word and inventory sheets.
- Be flexible with schedule. Must able to work in a team.
- Good spoken English and excellent communication and listening skills.
- Command of conversational Chinese language is preferable.
- Must have enthusiasm and possess excellent customer service skills.
- Honest, dedicated and motivated.

REPORT

To PAVILION Finance Manager.

SCHEDULE

As necessary, with a minimum of 8 hours, 6 days per week.

CONDITIONS

- Based in Phnom Penh at PAVILION Hotel.
- Local contract, with a probationary period of 3 months.
- Beginning of contract desired: 15 July 2019 or latest 01 August 2019.
- Salary will be discussed during the interview.

APPLICATION

- Closing date: 25 July 2019.
- Only shortlisted candidates will be contacted.
- Only locally present candidates will be considered.
- Please send CV and cover letter to nassiba@thepavilion.asia