

工作描述——零售店店员

职位：零售店店员
报告方：零售店面经理
工作地点：慕田峪

职责概要：零售店店员辅助店面经理进行工作。配合店面经理保证店面的正常运营、销售、库存管理，保持店面及工厂的整洁和公众形象，配合进行市场活动的准备工作，服从店面经理管理，完成店面经理交办的其他事宜。

主要责任：

- 辅助接待顾客及日常销售；
- 辅助记录每日销售、库存更新情况；
- 负责产品包装，保证产品完好及便于携带；
- 负责店面和库房的日常清洁工作；
- 协助店经理做好市场活动的准备工作；
- 协助店经理定期盘点库存；
- 完成其他由店经理分配的任务。

招聘条件：

- 性别：女
- 工作积极主动，责任心强；
- 待人礼貌大方，有服务意识
- 勤奋学习；
- 家住慕田峪与附近。

Job Description- Retail Store Assistant

Position Title: Retail Store Assistant
Report to: Retail Store Manager
Location: Mutianyu

Position Overview: The Retail Store Assistant works under the guidance of Retail Store Manager. Assist Retail Store Manager work in day-to-day operation, daily sales and inventory management. Keep the store and workshop clean. Help for preparation of Market events. Obey to management of Retail Store Manager.

Main Responsibilities:

- Partial reception, answer simple questions of customer;
- Make record for daily sales and inventory change;
- Pack product and keep product intactness and good exterior;
- Keep clean store and depot
- Assist Retail Store Manager make the inventory termly.
- Other works as assigned by the Retail Store Manager.

Qualification:

Female is requirement;

Can work self-motive, have strong obligate sense;

Good personality and have service sense;

Diligence and want learn new things;

Reside in near Mutianyu.