

Title: Sales Executive

Reports To: Store Manager / Supervisor

Overall Objective

Sell merchandise, such as cards, gifts, toys or apparel in a retail establishment.

Responsibilities

To assist customers in finding and purchasing the required merchandise in a retail environment. To encourage customers to purchase products.

Primary Objectives:

- Greet customers
- Open and close Shops, Managing the cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Ticket, arrange and display merchandise to promote sales.
- Demonstrate use or operation of merchandise.
- Clean shelves, counters, and tables etc.
- Exchange merchandise for customers and accept returns.
- Bag or package purchases, and wrap gifts.
- Help customers try on or fit merchandise.
- Prepare merchandise for purchase.
- General cleaning.

Qualification:

- Good communication skills (English)
- Ability to interact with kids and entertain them
- Fun, energetic and outspoken

- Age: under 30 years
- **Mandatory** : Attested education certificate copy, Ministry of Foreign Affairs attestation both in home country and UAE.

cv's to be sent to gulfgreetingshr@gmail.com