



## Sales Assistant

- **Vacancy for:** 2
- **Posted on:** Oct. 16, 2017
- **Deadline:** Nov. 24, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Thamel, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 11,000 Monthly

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### Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: More than 1 year
Professional Skill Required	: Fluency In English, Account Keeping, Art Of Salesmanship, Fashion Fads & Trends, Product Analysis & Organizing, Stock Maintenance, Customer Service

### Other Specification

#### Interpersonal skills:

- Polite and courteous with clients and colleagues
- Exhibit sensitive attitude
- Confident and smart
- Diligent and patient at work and while listening
- Work as team not as an individual
- Appreciative and helpful, never to de-motivate or demoralize Colleagues
- Treat colleagues as friends and not as strangers or subordinates
- Ability to resolve conflict, look for solution
- Never gossip or loiter around
- Well organized
- Clean and Tidy personality

#### Knowledge and Know-how:

- Art of salesmanship
- Detail knowledge of products
- Fashion know how and terms
- Fads and trends

#### Communication:

- Fluency in spoken and written English and Nepali
- Reporting

#### Computing & PC Skills:

- Excellent knowledge of Point of Sales (POS) software
  - Organize PC information
  - Care against virus and PC threats
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### Job Description

You will be working directly under the Sales Manager

## Responsibilities

- Product analysis and organizing
- Actively pursue sales
- Refer 'Sales Manual' for step by step sales guide, information management, POS management and payment details
- Sales to be entered in POS software
- Receive payment for products sold
- Refer Invoice & Discount policy paper for making bills and offering discounts to clients

## Accountability

- Daily management of information system
- Sales Report
- Cash Receipt
- Fund Position
- Day book
- Stock register management

## Outlet Maintenance

- Assure clean and tidy outlet
- Organize and showcase products [clean and tidy presentation, iron products, right hanger selection]
- Never display unauthorized products
- Constant revision of products as per season
- Maintain POS software
- Maintain documentation & filing
- Assure a pleasant outlet experience with soft music and aroma
- Secure outlet from theft and vandalism at all times
- Care against fire
- Turn off switches and unplug power cords before leaving outlet

## Daily Report:

- Sales, Cash, Fund Position & Day-book report
- Seasonal Sales report at the end of Summer, Autumn, Winter & Spring seasons

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## Applying Procedure

Apply Link : <https://merojob.com/sales-executive-315/>

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