

Position: **SHOP SELLER**

Location: **Phnom Penh**

DUTIES

- Keeping the Bodia Nature Boutique tidy and clean including sweeping and mopping...etc
- Informing customers about products, offering free testing, and assisting shoppers to find goods and products they are looking for.
- Printing out the invoices when performing sales and exporting the selling reporting sheet form the system.
- Being responsible for processing cash and Card Payments to ensure it matches with invoice.
- Checking products display in the Boutique and making sure they are accurate with attaching price tags on each item
- Checking tester, expiry date of products, lights, sales report, uniform and reporting to Supervisor /Manager
- Working within established guidelines, rules and regulation.
- Other tasks assign by supervisor

JOB REQUIREMENTS:

- This position must demonstrate the following skills:
- Team working skill
- Communication and problem solving skill
- Decision making skills
- Effective verbal and listening communications in English
- Very effective organizational skills
- Computer skills Microsoft office, Email, Internet
- Flexible on problem solving

BENEFIT PACKAGE:

- Competitive Salary
- Incentive based Sales (Sale only)
- Benefit (phone & petrol)
- Yearly Salary Revising on evaluation
- Insurance
- Annual Leave, Public Holiday, Day Off, Sick Leave, Maternity Leave compliance per Cambodian labor law

CONTACT INFORMATION

Interested candidates are requested to submit CV together with recent color photo (4 x 6), a cover letter through HR office:

- Name: Chann Ponleu (Mr.)
- Position: HR and Admin Supervisor
- Tel: 069 568896 or 012 568896
- Email: hra.pp@bodia.com or hra.pp@bodia.com.kh
- Address: #26, corner Sothearos Blvd and Street 178, above U-Care Pharmacy, Phnom Penh.