



Example of Shop Job Description

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Our company is looking for a shop. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for shop

- Occasional local deliveries
- Achieve sales target with excellent customer services along with the Company standards
- Assist in stock management and inventory control
- Provide professional advisory to customers on fashion trend, product caring and product knowledge
- Assist in daily shop operations
- Greets all walk-in customers, answers phone, facilitates sales as appropriate
- Helps prepare merchandise for purchase or rental
- Maintains sales records for tracking purposes
- Completes and manages sales transactions, including special orders, returns, adjustments, and daily reconciliation deposits
- Restocks, arranges, and straightens displays and inventory

Qualifications for shop

- Requires good verbal and written communication skills, knowledge of basic computer skills, and have the ability to perform work in accordance with established safety procedures and standard operating procedures
- Dynamic and service-oriented
- Knowledge of industry related application software including Microsoft Office, Adobe to aid in resolving color black and white print issues
- WI training (cross training on air side for support situations)

- Must have technical competence with heavy diesel vehicle repair and preventive maintenance