

Retail/Sales Assistant

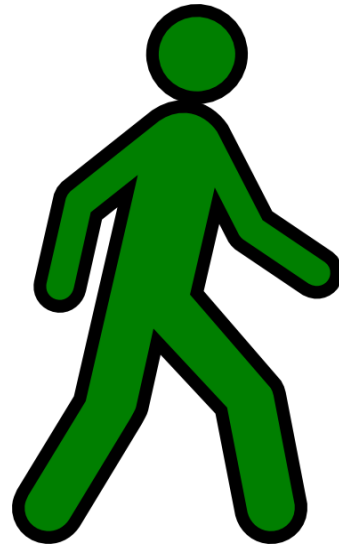
Soft Skills

Attention to detail
 Good communication skills/phone skills
 Flexibility including availability
 Reliable
 Honest/trustworthy
 Able to follow instructions
 Responsible
 Willingness to learn
 Motivated
 Well presented
 Positive attitude

Teamwork & work independently
 Customer Service skills
 Enthusiastic
 Can-do attitude
 Attention to detail

Show initiative
 Ambitious
 Results driven
 Able to work unsupervised
 Strong communication skills
 Problem solving skills
 Leadership skills
 Strong customer service skills
 Strong organizational skills

Able to handle high pressure situations
 Sound decision making skills



★ Pre-employment ★ Mid level
 ★ Entry level ★ Senior level

Technical Skills

Organisational skills
 Good time management
 Computer competency
 Own reliable transport
 Good literacy & numeracy skills

Planning skills
 Record keeping skills
 Cash handling skills
 Good computer literacy
 Clean criminal history
 Performance management
 Strong planning skills
 Strong computer skills/PoS
 Prioritisation skills
 HR skills & knowledge
 Health & Safety skills/knowledge
 Budget/financial management
 Stock management skills
 Health & Safety focus
 Merchandising skills
 High level of accuracy

Compliance
 Strong relationship building skills
 Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge
 Budget control/Financial Reporting
 Relevant qualification
 Marketing skills

Roles

Sales assistant/salesperson
 Customers service assistant
 Sales consultant
 Retail team member

Assistant Manager
 Team Supervisor
 Counter Manager
 Assistant Store Manager
 Supervisor
 Team Leader

Store Manager
 Department Manager
 Duty Manager
 Senior Retail Manager
 Retail Manager

Merchandiser

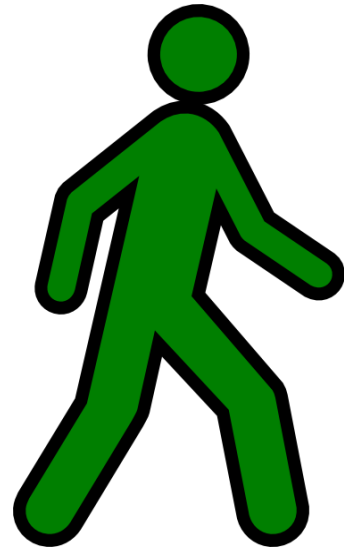
Soft Skills

Attention to detail
 Good communication skills
 Flexibility including availability
 Reliable and punctual
 Honest
 Able to follow instructions
 Responsible
 Willingness to learn
 Well-presented
 Motivated
 Friendly manner

Teamwork & work independently
 Customer Service skills
 Enthusiastic
 Strong work ethic
 Problem solving skills
 Good time management
 Able to build rapport

Show initiative
 Relationship building skills
 Able to work unsupervised
 Strong communication skills
 Leadership skills/experience
 Strong customer service skills
 Efficient

Able to handle high pressure situations
 Sound decision making skills



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ Senior level

Technical Skills

Organisational skills
 Computer skills
 Fit & Healthy
 Literacy & numeracy skills
 Reliable transport
 Valid full licence

Record keeping skills
 Health & Safety knowledge
 Good computer literacy

Ability to manage staff
 Performance management
 Strong planning skills
 Strong computer skills
 Prioritisation skills
 HR skills & knowledge
 Strong organisational skills
 Health & Safety skills/knowledge
 Excellent time management skills
 Budgeting
 Inventory control

Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge
 Strong business knowledge

Roles

Sales merchandiser
 Sales representative
 Brand Ambassador

Senior Merchandiser