

# Retail/Sales Assistant

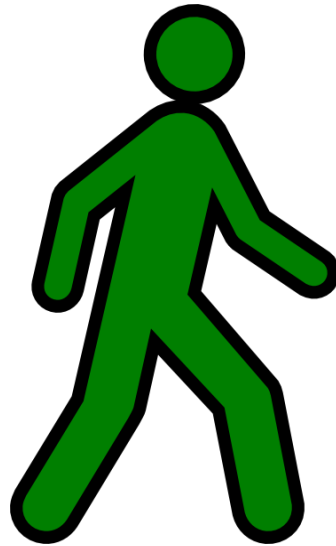
## Soft Skills

Attention to detail  
 Good communication skills/phone skills  
 Flexibility including availability  
 Reliable and punctual  
 Honest/ Trustworthy  
 Good time management  
 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  
 Strong customer service skills  
 Strong relationship-building skills

Able to handle high pressure situations  
 Sound decision making skills



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

## Technical Skills

Organisational skills  
 Computer skills  
 Reliable transport  
 Good literacy & numeracy skills

Planning skills  
 Record keeping skills  
 Cash handling skills/ PoS  
 Good computer literacy  
 Clean criminal history record

Performance management  
 Leadership skills  
 Strong planning skills  
 Strong computer skills  
 Prioritisation skills  
 HR skills & knowledge  
 Health & Safety skills/knowledge/focus  
 Budgeting/ Financial management  
 Stock management skills  
 Merchandising skills  
 High level of accuracy  
 Strong organisational skills

Compliance  
 Strategic thinking  
 Analytical skills  
 Solution focused  
 Advanced HR skills & knowledge  
 Budget control/ Financial reporting  
 Relevant qualification  
 Marketing skills  
 Event management skills

## Roles

Work Experience

Sales Assistant/Salesperson  
 Customer Service Assistant  
 Sales Consultant  
 Retail team member

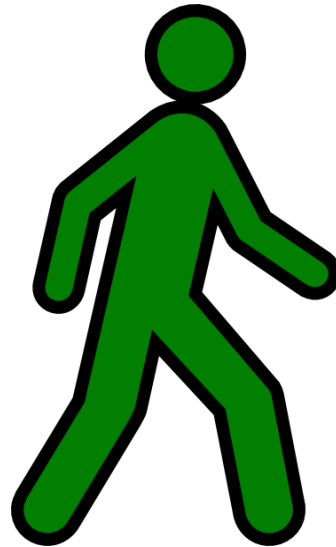
Assistant Manager  
 Team Supervisor  
 Counter Manager  
 Assistant Store Manager  
 Supervisor  
 Team Leader

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/ Trustworthy
- Able to follow instructions
- Responsible
- Willingness to learn
- Well presented
- Motivated
- Friendly manner
- Teamwork & work independently
- Customer Service skills/customer focused
- Enthusiastic
- Strong work ethic
- Problem solving skills
- Able to build rapport
- Attention to detail
- Accurate
- Good time management
- Show initiative
- Strong relationship building skills
- Excellent time management skills
- Able to work unsupervised
- Strong communication skills
- Strong customer service skills
- Efficient
- Able to handle high pressure situations
- Sound decision making skills



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

## Technical Skills

- Organisational skills
- Computer skills
- Fit & Healthy
- Literacy & numeracy skills
- Reliable transport
- Full driver's licence
- Record keeping skills
- Health & Safety knowledge
- Good computer skills
- Ability to manage staff
- Performance management
- Leadership skills
- Strong planning skills
- Strong computer skills
- HR skills & knowledge
- Strong organisational skills
- Health & Safety skills/knowledge
- Budgeting/Money management
- Inventory control/data reporting
- Event management skills
- Prioritisation skills
- Strategic thinking
- Analytical skills
- Solution focused
- Advanced HR skills & knowledge
- Strong business knowledge

## Roles

- Sales Merchandiser
- Sales Representative
- Brand Ambassador
- Senior Merchandiser