

PROUDLY LOCAL HELPING LOCALS

RETAIL & WAREHOUSE ASSISTANT – WHITSUNDAY

Casual (approx. 25 – 30 hours per week)

Purpose of the Position:

To be provide exceptional customer service and assist with sales, stock control, goods inwards processing and merchandising in all areas of the Branch.

Duties & Responsibilities Include:

- Check and receipt goods inward as per quality system procedure including internal transfers.
- Allocate, dispatch and label goods received for customer orders, store transfers, credit claims etc.
- Liaise with Supply Chain regarding discrepancies or nil supply of goods
- Undertake record keeping requirements of goods inwards function
- Service customers promptly and efficiently at point of sale counter
- Assist customers with their required product selection
- Assist with quotes, customer orders and quote & order follow up where required, to maximise sales opportunities
- Assist with implementation of marketing events, sales initiatives and product merchandising
- Operate forklift where authorised in accordance with licensing and company safety requirements.
- Assist with stocktake and month end administration as required
- Other duties as required.

Skills Required Include:

- Current Forklift licence essential
- Demonstrated experience in goods inwards and sales, specifically in a retail warehouse environment. It is preferable that you also possess hardware and home living product knowledge.
- Demonstrated exceptional customer service and customer focus with the ability to handle customer queries and/or complaints effectively.
- The ability to communicate and work effectively within a team and demonstrate strong interpersonal and relationship building skills.
- Flexibility and willingness to assist in all areas of business.

APPLY NOW – jobs@cporter.com.au

supporting
our community
since 1883



www.porterscando.com.au