

## **Book Store Retail Associate**

### **Job Descriptions:**

- To handle cash collection and prepare sales report weekly;
- To handle daily replenishment of bookstore;
- Provide customer service activities such as assisting customers in purchase of books, returns or refunds merchandise as necessary, determining availability of books etc.;
- Perform other related duties as assigned.

### **Job Requirements:**

- Minimum a SPM with at least 1 year experience in retailing / customer service;
- Excellent communication and customer relation skills;
- Pleasant personality, professional and customer oriented;
- Required language(s): Bahasa Malaysia, English and Chinese;
- Ability to speak Mandarin is an added advantages;
- Fresh graduates are welcomed to apply;
- Applicants must be willing to work on Saturday;
- Applicants must be willing to work in Bandar Baru Bangi.

### **Required document:**

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;