

## **STUDIO ASSOCIATE**

KEDA.Z, International Honorary Master, Founder of Amazing Baby Studio Chain is HIRING STUDIO ASSOCIATES!!!

Be the one to work at THE FIRST Amazing Baby Photo Studio in BUKIT JALIL under the joined venture with PELANGI PUBLISHING GROUP!

### **Job Highlights**

- Attractive Commission Package!
- Promising Career Advancement!
- Training Provided! Sharpen your skills!

### **Job Description**

- Provide customer services for clients.
- Offer advice on product and packages that'll best meet their preference.
- Employs cross selling and up selling techniques.
- Manages Cash, Card or Online transactions with customers.
- Manages the studio social media.
- Manages customer appointments.
- Assist photographer and customer during photography session.
- Follow up production process after customer received photography services.
- Handle refunds or exchange for product returns.
- Inventory management (such as reporting and ordering of stocks, receiving orders and restocking).
- Responsible for the overall cleanliness, upkeep and maintenance of the store.
- Handling complaints and resolve customer enquiries.
- Balance cash registers during closing time.
- Monthly report analysis.

### **Job Requirements**

- Minimum SPM level
- Able to work 6 days per week, weekend and Public Holidays. (Monday off)
- Minimum 2 years of experience as retail sales assistant, receptionist, or customer service industry.

### **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.