

Job Description



Job Title	Cashier – Property Management
Department	Property Management
Line Manager	Property Manager
Working location	HCM City

POSITION OVERVIEW – *Act as the first point of contact for visitors and callers and undertake a range of other administrative tasks as identified by HR Manager.*

RESPONSIBILITIES:

- Respond to customers' complaints and take necessary actions resolve their issues
- Take payment in exchange of items sold
- Enter transactions in the cash register and provide customers with the total bill
- Sort and count currency and coins
- Issue receipts and change to customers
- Count money at the beginning and ending of each shift
- Process exchanges and refunds
- Ensure that all checkout counters have enough cash
- Perform the duties of customer service representative when required
- Ensure management of daily cash accounts
- Create periodic transaction reports
- Resolve customer complaints in a proactive manner
- Train other staff members to work as cashier
- Maintain knowledge of store inventory and sales activities
- Keep the work area tidy and clean

REQUIREMENTS:

Education	<ul style="list-style-type: none">▪ Expert in Excel skills;▪ People skills;
Communication skills	Strong interpersonal, negotiation and communication skills, for liaising with colleagues, customers;

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The Savills logo consists of the word "savills" in a lowercase, sans-serif font, colored in a dark red or maroon hue. It is positioned on a bright yellow rectangular background.

PC skills	The ability to work with IT resources such as databases and spreadsheets, for the collection and management of information
Experience	1 year experience in related field would be an advantage
Language	Proficient English (both speaking and writing)
Key characteristics	<ul style="list-style-type: none">▪ Excellent communication, interpersonal and writing skills;▪ Driven, competence, flexibility and a willingness to learn;▪ Excellent organizational and time management skills with the ability to multi-task;▪ Literacy, for writing reports and presentations;▪ Ability to work effectively under pressure.▪ Creativity, imagination and the ability to use initiative;▪ Good teamwork, analytical and problem-solving skills;▪ Business-related awareness and a good knowledge of current affairs.