



WE'RE HIRING!

SALES STAFF

JOB DESCRIPTION

- Candidate must be a graduate of four-year Baccalaureate course; 1 year of experience with sales is **REQUIRED**
- **MUST** have knowledge in musical instruments; At least 5'5 in height
- Hardworking and trustworthy
- **WORK LOCATION:** Robinson's Galleria, Cubao, Makati, Tanza Cavite and Lipa Batangas.
- **CAN START ASAP**

RESPONSIBILITIES:

- Knowledgeable in musical instruments and professional audio equipments
- Responsible for assisting store operations in the achievement of sales targets and objectives by providing quality and excellent customer service
- Sells merchandise to clients/customers
- Welcomes, entertains and extends courtesy and assistance to clients/customers in the selling area through effective public relations and salesmanship
- Does telemarketing activities to customers on ongoing promotional items
- Assists in maintaining the strategic and orderly display/layout of merchandise and the timely replenishment of stocks in his/her area
- Assists in the ordering of stocks, receiving, monitoring and proper handling of merchandise
- Maintains cleanliness and orderliness of the store premises and stock room
- Assists in preparation of reports such as: unserved deliveries, price survey report, inventory report, summary of damaged/defective items

Send your resume at hrassistant@jbmusic.com.ph