**JOB ANNOUNCEMENT**

*Mapo City Macedonia part of Eurolab Internacional Grup, because of expanding its activity is looking to hire***:**

**Sales Assistant**

***Position purpose***

Sales assistant is a thorough and organized person. In this position, S/He plays a key role in providing excellent customer service: full service for the customers, fully representing the values of the company.

Sales assistant reports to his/her line manager.

**The main duties and responsibilities of Sales assistant are:**

1. Preparing daily cash reports and other documents related to daily sales (cash and card)
2. Being fully responsible for the cash and POS recipes on a daily basis
3. Keeping cleanness of the shops at all time.
4. Selling products: the official products of the portfolio of the Company
5. Serving coffee
6. Being responsible for the everyday inventory in the shop
7. Providing excellent customer service, answering questions, and handling complains himself and reporting to his/her line manager.
8. Getting payments for the goods sold based on the company payment policy.

**Qualifications and Requirements**

* Preferable High School Diploma or equivalent.
* Previous experience is preferred.
* Willingness to improve him/herself and constant learning and training.

You can apply for this opportunity by sending you application at [Hr@eurolab.com.al](mailto:Hr@eurolab.com.al)**\_\_\_\_\_\_\_\_\_\_\_**specifying the job title, you are applying.   
*Only the shortlisted candidates will be contacted for the next phases of recruitment process.*