**Retail Assistant\_ Book Store**

**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;