



## ASSISTANT PERSON-IN-CHARGE OUTLET

**WE ARE  
HIRING**

JOIN OUR TEAM

Provide support & assistance to Store Person-In-Charge in the management of all daily activities and NOKO Associates.

### JOB HIGHLIGHTS

- ✓ Career Growth
- ✓ Personal Development
- ✓ Performance Allowance & Sales Allowance
- ✓ Team Member Perks (Shopping Vouchers, F&B freebies)

### JOB DESCRIPTION

#### A) RESPONSIBILITIES

- ✓ **Shop Floor Management** – Assist Store Person-In-Charge in all shop floor activities including goods receiving, housekeeping & merchandise display.  
**People Management** – Assist Store Person-In-Charge in manpower scheduling, train and motivate NOKO Associates to perform their roles effectively and efficiently, maintain staff well-being and discipline.

- ✔ **Store Inventory Management** – Assist Store Person-In-Charge to ensure the store has sufficient stocks to maximise sales, minimise shortages and maintain the accuracy of stock inventory in the system.
- ✔ **Achieve Sales Targets** – Work closely with the Store Person-In-Charge to achieve sales targets and store KPIs.
- ✔ **Reporting & Analytics** – Provide analyses of sales performance, merchandise mix and inventory as well as supporting information such as customer feedback, competitor update to Store Person-In-Charge.

## B) REQUIRMENTS

- ✔ Minimum 1 year(s) experience & knowledge in retail branch management.
- ✔ Diploma / Degree in any field.
- ✔ Possess own transport and willing to travel.
- ✔ Willing to work extra hours and on public holidays.
- ✔ Possesses good problem solving skills, customer service skills, interpersonal skills, leadership, product display & merchandising skills.
- ✔ Must be self-motivated, proactive, resourceful, and able to multitask and work under pressure.
- ✔ Working knowledge of MS Office, Open Office or Google Sheets, Docs & Slides.
- ✔ Must speak and write Bahasa Malaysia and English



Scan QR code  
to Apply.

### CONTACT US

📞 018-219 0944

✉ [hr@noko.com.my](mailto:hr@noko.com.my)