



STORE PERSON-IN-CHARGE

**WE ARE
HIRING**

JOIN OUR TEAM

Manage all daily activities in the store efficiently and effectively to maximise sales and ensure optimal customer shopping experience. Motivate and drive NOKO team members to fulfil their roles and responsibilities.

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** – Oversee all shop floor activities including goods receiving, housekeeping & merchandise display.

- ✓ **People Management** – Manage manpower scheduling, train and motivate NOKO Associates to perform their roles effectively and efficiently, maintain staff well-being and discipline. Provide NOKO Associates with the resources they need to achieve store KPIs, whether it's time, proper training, or rewards.
- ✓ **Store Inventory Management** – Ensure the store has sufficient stocks to maximise sales, take steps to ensure minimal wastage, ensure the accuracy of stock inventory in the system.
- ✓ **Achieve Sales Targets** – Manage NOKO Associates to ensure all stocks are fully displayed and all shelves are fully stocked at all times.
- ✓ **Reporting & Analytics** – Provide analyses of sales performance, merchandise mix and inventory as well as supporting information such as customer feedback, competitor updates to senior management.

B) REQUIRMENTS

- ✓ Minimum 2 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.
- ✓ Possess good problem solving skills, customer service skills, leadership skills, good interpersonal skills, display & merchandising skills.
- ✓ Must be self-motivated, proactive, resourceful, ability to multitask and work under pressure.
- ✓ Working knowledge of MS Office, Open Office or Google
- ✓ Sheets, Docs & Slides.
- ✓ Must be able speak and write Bahasa Malaysia and English.



CONTACT US

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Scan QR code
to Apply.

  [noko.malaysia](https://www.noko.malaysia)