



RECRUITMENT OF CONVENIENT RETAIL STORE STAFF

A. Background

Our client, a reputable convenient retail stores operator running internationally branded select-item stores in Entebbe and Kampala city is restructuring its operations. As part of this process, highly motivated individuals are needed to fill the emerging vacancies.

In view of the above, applications are invited from suitably qualified individuals to fill the following vacancies.

- 1) Convenient Retail Supervisor (1 post)
- 2) Cashiers (2 posts)
- 3) Customer Support Assistants (2 posts)

Details of the job descriptions, required qualifications, experience and key competences are provided below.

Applications including a cover letter, curriculum vitae, and copies of academic documents should be submitted by email to recruitment@mudeandco.com or hand delivered at our office at Plot 1& 2 Kisozi Close, Kisozi Complex, Main Building, 3rd Floor Office 228, Nakasero Kampala.

Deadline for submission is 5:00 PM, on Monday 24th October 2022.

B: JOB DESCRIPTIONS

1. Convenient Retail Supervisor

Role Description

To undertake the day to day running of the convenient retail shop activities including work scheduling, workflows, Team supervision, Sales reconciliation and stock management.

Key Result Areas

- To support retail activities aimed at improving the customer experience at the store.
- To supervise the activities of the shop champions
- To ensure that all products in the shop have got price tags
- To supervise the shop cashier in the daily management of the cash
- To undertake regular stock count on a periodic basis.
- To undertake sales promotion for the sake of increasing sales.
- To ensure cleanliness of the shop environment at all times.
- To prepare daily and monthly sales reports

Reporting

- Reports to the Assistant Station Manager
- Supervises the Cashiers and Customer Champions

Qualifications and Experience

- Minimum qualification of an Ordinary Diploma in Sales and Marketing from a recognized Institution is required.
- 3 years' experience in Sales, Marketing or Customer care will be an added advantage.

Key competences

- Very good computer skills
- Very good interpersonal skills
- Excellent communication skills
- Team Working skills

Duty Station

- Entebbe or Kampala

2. Cashier

Role Description

To collect all the cash from the sale of the items in the store and to guide customers in the use of the different payment channels.

Key Result Areas

- To receive money from customers for the items purchased from the shop
- To ensure that all items exiting the shop are scanned into the system
- To bank all the cash collected in session of selling
- To provide a daily cash sale report

Reporting

- Reports to the Assistant Station Manager
- Supervises the Cashiers and Customer Champions

Qualifications and Experience

- Minimum qualification of an Ordinary Diploma in Accounting or Business Studies from a recognized Institution is required.
- Experience as Cashier will be an added advantage.

Key competences

- Very good computer skills
- Very good interpersonal skills
- Excellent communication skills
- Team Working skills

Duty Station

- Entebbe or Kampala

3. Customer Support Assistants (Shop Attendant)

Role Description

Role:

To assist customers in buying items in and around the shop as may be authorized

Key Result Areas

- To assist customers in making their sales choices
- To sell the items in the shop to the customers
- To assist customers to navigate round the shop
- To assist the customers carry the shopping basket
- To assist customers in delivering shopping baskets to the cashier and in loading.
- To keep the shop environment neat and clean

Reporting

- Reports to the Shop Supervisor

Qualifications and Experience

- Minimum of an A- Level Certificate or equivalent.
- At least 6 months experience as a shop attendant.

Key competences

- Very good interpersonal skills'
- Excellent communication skills
- Team Working skills

Duty Station

- Entebbe or Kampala