

United Arab Emirates Jobs Expertini®

Sales Supervisor, Marks & Spencer (Imago Shopping Mall)

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Company: TIME's group

Location: , , United Arab Emirates

Category: sales-and-related

Established in the 1930s as a trading business, Al-Futtaim today is one of the most diversified and progressive, privately held regional businesses headquartered in Dubai, United Arab Emirates. Structured into five operating divisions; automotive, financial services, real estate, health, retail including M&S brand; employing more than 33,000 employees across more than 20 countries in the Middle East, Asia and Africa, we partner with over 200 of the world's most admired and innovative brands. Al-Futtaim's entrepreneurship and relentless customer focus enables the organization to continue to grow and expand; responding to the changing needs of our customers within the societies in which we operate. By upholding our values of respect, excellence, collaboration, integrity; Al-Futtaim continues to enrich the lives and aspirations of our customers each and every day. For more information

visit: www.alfuttaim.com
Job Purpose: To assist the Sales Manager in managing the department so as to meet the department's sales target and to maintain a high level of customer care within the department To promote and sell the merchandise and services of the store efficiently and effectively To guide, train and lead the team of sales staff in the department To ensure the required standard of house-keeping is maintained within the department
Job Responsibilities: To assist the Sales Manager in maximizing sales and commercial opportunities in the following areas: -Maximize the sales return per square foot from the department Implement sales promotions and follow the selling plan by the Sales Manager and Buyer Use stock management systems to ensure the optimum stock availability (stock replenishment) 2) Customer Service Provide high standards of customer service Ensure that our customers are comfortable, welcome and courteously served Ensure

the application of the 5 non-negotiable service standards by the staff

- 3) Use of Space and Department Presentation
Ensure optimum use of space through the effective interpretation of commercial information and current merchandise group's policies
Present the department in an attractive way, maintaining high standards throughout
Assist the sales manager in working with the Visual Merchandising Department to ensure that the items planned to be promoted are given priority of display within the department
In liaison with the buyer to ensure that the department merchandise layout is presented and associated in a logical manner that is easy for the customer to shop
- 4) Operational Efficiency
Ensure maximum efficiency by effective planning of staff resources and implementing sound administrative practices.
Maintain good housekeeping standards and ensure housekeeping standard checklist are done.
Monitor and ensure that our staff and promoters maintain a high level of grooming standard and customer service.
Adhere to legal and company regulations, policies and ensure company assets are safeguarded through implementing all policies relating to health and safety, security.
- 5) Human Resources
Apply company human resource principles & policies to ensure the interest and welfare of staff are looked after
Establish training and development needs of staff and support implementation
- 6) Communication and Staff Motivation
Supervise and motivate department staff, setting and maintaining high standards.
Effectively communicating throughout the department and support representation of the sales manager.
Foster and maintain good working relationships throughout the department and the company.
- 7) Cash Till
To perform all tasks related to running cash till including but not limited to, cash/credit card handling, merchandise refunds/exchange, and gift cards.
To authorize return/refund activities with due diligent and to follow Return and Exchange Policy set by company.
To perform pick up of sales proceed and safekeeping in the safe box in the cash room
To maintain the security and accuracy of change funds issued to cash till locations.
To perform store opening and closing procedures including safe responsibilities.
To count money in cash drawers and calculate total payments/refunds received. Complete readout including all necessary paperwork, credit card reports, department reports, and bank deposit.
To communicate all sales information and promotions to staff members. Ensure that sale prices and promotions are going through the cash till correctly.
To assist Daily Records in problem solving with daily balancing of cash till.
To record all cash movements in and out of the Safe Box.
To maintain accurate records of the register drawers in the safe

Company information
Registration No.1288689-P
Your application will include the following questions:
What's your expected monthly basic salary?
How many years' experience do you have as a

Sales Supervisor? Which of the following languages are you fluent in? Report this job advert Don't provide your bank or credit card details when applying for jobs. Researching careers? Find all the information and tips you need on career advice.

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