

## Brilliant Retail Customer Service

- Day to Day Planning
  - Ensure your fellow team members are greeted and everyone knows what the day entails
  - Count and Check float
- General Duties
  - Cleanliness of counter area
  - Greeting and attending to all customers at Dirty Janes
  - Opening cabinets if required
  - Restocking behind-counter items and merchandise
  - Maintaining presentation of all customer facing areas of Dirty Janes as required
- Processing Sales
  - Use of POS system
  - Writing sold tickets
  - Processing sales
  - Writing sale details in Red Pick Up book
  - Freight quotes and arrangements
- Sales
  - Identify and make sales
  - Store, telephone and Instagram sales
  - A knowledge of vintage and antique items is desirable
- Liaising with stallholders on the floor
  - Take note of new items and interesting pieces
  - Talk with stallholders re pieces to feature

Role:

Casual

Weekend work required

Reporting to the Skipper (Manager)

Hourly Rate commensurate with experience

Anyone who has a passion for amazing customer service should apply!

We are an inclusive and welcoming company to all!

Applications to [Jac@dirtyjanes.com](mailto:Jac@dirtyjanes.com)

ALL MAIL TO: PO BOX 218 MITTAGONG NSW 2575



[WWW.DIRTYJANES.COM](http://WWW.DIRTYJANES.COM)

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