

Sales Assistant (6-month contract)

Job Description

- Assist Sales Associates during presentations (welcome clients, serve the drinks, bring products...)
- Prepare & wrap the products
- Process the sales (prepare product related documents, follow payment procedures...)
- Support sales team in their daily clienteling activities (gift cards preparation, purchase of small client gifts...)
- Welcome client and ease their waiting (offer drinks, show catalogs, tour of the boutique, inform on waiting time...)
- Review and set-up the workspace
- Check daily the cleaning of counters, displays, and windows
- Provide support for event organization

Job Requirements

- 1 year of relevant experience in sales or customer service is preferable
- Customer oriented, action oriented, well-organized
- Good command of both spoken and written Chinese (Cantonese and Mandarin)