**1 Shop Assistant**

**Part-Time 30/35 hours/week**

**Main Responsibilities**:

* Achieve sales plans and build customer loyalty while raising brand awareness
* Assisting customers to find the products they are looking for
* Being responsible for processing cash and card payments balancing cash registers with receipts
* Answering queries from customers
* Be involved in stock control and management
* Reporting discrepancies and problems to the Store Manager
* Keeping the store tidy and clean
* Working within established guidelines of the Company
* Assist in processing and replenishing merchandise monitoring floor stock
* Maintain visual merchandising guidelines set by Moleskine
* Operate a computerized point of sale cash register and inventory management system, including the accurate entering of sales information, processing credit card transactions, entering customer information, etc.

**Skill Requirements**:

* Love the Brand (this is essential)!
* Adheres to brand image and good knowledge of it
* Demonstrate best techniques for selling and maintaining clientele;
* Must be open-minded, friendly, organized
* Able to work in a dynamic environment
* Work well as a team, as well as alone
* Available to work with a flexible schedule including evenings and weekends;
* Have a strong sense of responsibility and strong interpersonal skills;
* Be energetic and have a positive attitude;
* Open-minded approach and multicultural;
* Takes initiative and goals oriented;
* Fluent in German and English.

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