

## THE POSITION

Title: **Cashier**, Supply Chain  
Report to: APAC Finance AVP (dotted line to Site Director)  
Location: Hong Kong

Our client is a Fortune 500 company (headquarters in the U.S., listed on the NYSE), the job holder will be responsible for daily sales transactions, engaging with customers, accepting payments, and managing our PoS system. S/he will also ensure proper company accounting methods and adhere to Finance team process.

### Major Responsibilities

- Processing sales transactions and taking payments.
- Engaging w/customer and supporting any questions about products.
- Cross-selling and upselling products.
- Reconciling cash drawers and sales receipts.
- Working with the team to meet store sales goals.
- Responding to and resolving customer complaints and concerns.
- Processing returns and exchanges.
- Maintaining clean and tidy checkout and merchandise areas.
- Assisting in stocking and rotating merchandise.
- Scanning and bagging items accurately and efficiently.
- Maintaining currency on product information.
- Ensuring company accounting standards and requirements are met.

### Financial Responsibility

- Overall financial responsibility of payment of invoices, cost structure and financial performance. Failure will result in serious financial liability to the organization.

### Position Qualifications

- Bachelor's degree in business or related discipline, or at least 10 years previous experience in cashier role.
- 5 - 10 years progressive experience in warehouse/sales disciplines.
- Strategic thinker with confidence and speed in execution.
- Proven skills in related disciplines with a history of success.

- Analytical and negotiation skills.

### Other Requirements

- Ability to calculate sales and collect payments through money transfer.
- Accountability and accuracy in reconciling sales receipts and records.
- Service-oriented.
- Customer service skills to maintain positive customer relationships, encourage customer loyalty and resolve conflicts.
- Excellent communication to interact with team members and customers.
- Ability to work in a fast-paced environment.
- Attention to detail to maintain accurate inventory and transaction records.
- Knowledge of point-of-sale systems.
- Proficiency in MS Excel.

**- End of this Position Description -**

For more information, please contact us at [team@sogplus.com](mailto:team@sogplus.com)