

STATIONERY STORE

ART, SCHOOL AND OFFICE SUPPLIES

Are you a creative, engaging, innovative, team player who is open to new ways of doing things and wants to make a difference?

Do you enjoy leading a team to assist customers to achieve their creative goals?

Are you a self-motivating person who enjoys a challenge?

The Stationery Store requires a **Customer Service Representative**. This position will report to the Customer Experience Manager.

Key responsibilities include:

- Assisting customers with creative solutions in a retail environment
- Assist with product placement and floor design
- Assist sales efforts in new store projects and initiatives
- Assist with merchandising of product
- Opening and closing the store location
- Ensuring product is properly received, handled, priced and labeled
- Assist with inventory counts for the store location
- Ensuring the store shelves are restocked daily and transfers are completed on a timely basis
- Ensuring opening and end of day closing procedures are followed and that end of day variances in cash on hand are reconciled
- Ability to work weekends and evenings as needed
- Have transportation to and from work
- e-commerce fulfillment operations

Strengths and expectations include:

- An engaged member of the team who is willing to step out of their comfort zone to improve the company's performance.
- Highly motivated individual who wants to help grow the business.
- Effectively communicates with the team to ensure there are no surprises.
- Strong attention to detail and analytical thinker who looks to provide more value than simply getting it done.
- Understands how their work influences others, keeping others informed and making decisions with the interest of all stakeholders in mind.
- Takes responsibility and is accountable for both successes and failures.
- Meets and strives to exceed customer expectations.
- Is always on time for work, meetings, and events and is committed to doing what needs to be done to ensure we are successful and our priorities are achieved.
- Willing to work evenings and weekends as needed.

Minimum qualifications include:

- 5 years' experience in a retail environment in a management capacity
- Experience with an e-commerce retail environment
- Experience in a computerized environment
- Excellent communication and organizational skills
- Ability to prioritize work and multi-task effectively

Please submit your resume to: hr@royalgazette.com or via mail to: **The Royal Gazette, Attn: HR Department, 2 Par-la-Ville Road, Hamilton HM 08, Bermuda. 441-295-5881. Closing date: August 5, 2022**