

## **Gift Shop Store Clerk**

### **Reports To:**

The **gift shop store clerk** will report to the **inventory supervisor** and **general coordinator**.

### **General overview:**

The store clerk will work in shifts of 6.5 hours, 6 days per week/ 1 day off.

The store sells cosmetics, flowers and make-up. Occasional new items may be added.

### **General Responsibilities and Duties:**

- Store items onto shelves
- Clean the stand daily
- Keep the inventory supervisor updated on inventory
- Create the right place for display of products
- Greet and interact with customers
- Assist customers with the merchandise
- Control social media pages and accounts
- Rig up purchases

### **Qualifications:**

- High school or equivalent
- Minimum 2 years' experience in similar position
- Great communication and customer service skills
- Must be flexible with working hours
- Well-groomed appearance
- Must be fluent in Kurdish and Arabic (English is a very high bonus.)