



JOB TITLE

Sales Assistant (part time)

REPORTS TO

Chief Operating Office

Green Gem Communications Advisor

Job Summary

We are looking for a Sales Assistant to help run the [Green Gem Shop](#) smoothly and efficiently. We want to see enthusiastic candidates with fresh ideas and good customer service skills to develop the shop.

Responsibilities

- Greeting and assisting customers when they enter the shop.
- Controlling stock and doing monthly inventory report for eco-products.
- Receiving and sorting through donations as guidelines which was set up by KHC management team.
- Delivering clothes and other donations to other NPOs when needed
- Reporting and restocking items that are running low and maintain proper display appearances.
- Answering queries and handling purchase orders from customers online and offline.
- Processing cash payment and balancing the sold tally.
- Reporting customer complaints.
- Helping other staff at local fairs and markets
- Data entry and other admin works.
- Translating documents from English into Vietnamese.
- Making sure the shop clean and tidy.

Requirements

- University Bachelor's degree is preferred
- Excellent English and Vietnamese language skills - written and verbal
- Team working skills
- Customer-service orientation
- Ability to problem solve
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Honesty
- Environmental consciousness

Job Details:

- Part time, 4 hours per week
- 10% local travel
- Location: KHC Office, located at 587 Lac Long Quan, Hanoi, and volunteer project sites

Compensation

- Salary: 40.000 dong/hour