

**For our store in Shopping Center "SEVENS" in Dusseldorf City we are looking for a**

## **Shop Assistant (part time)**

**Moleskine® is a brand that encompasses a family of nomadic objects: notebooks, diaries, journals, bags, writing instruments and reading accessories, dedicated to our mobile identity. Flexible and brilliantly simple tools for use both in everyday and extraordinary circumstances, ultimately becoming an integral part of our personality.**

### Main Responsibilities

- Achieve sales plans and build customer loyalty while raising brand awareness
- Collaborate with the sales team to achieve goals
- Give sales advice and customer service
- Maintain shop cleanliness and organization
- Maintain visual merchandising guidelines set by Moleskine
- Assist in processing and replenishing merchandise and monitoring floor stock.
- 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.

The successful candidates will have:

- Demonstrate best techniques for selling and maintaining clientele
- Must be open-minded, friendly, organized, dynamic and passionate about the brand and its products
- Work well as a team, as well as work alone
- Open availability to work a flexible schedule including evenings and weekends.
- Be responsible, especially with punctuality and adhering to work schedules.
- Knowledge of the brand
- Strong communication skills and Point-of-Sale systems
- Be reliable, mature, and have a strong sense of responsibility and strong interpersonal skills
- Be energetic and have a positive attitude
- Be an open-minded and multicultural with good general knowledge and ability to learn quickly.
- Takes initiative and goals oriented
- Excellent interpersonal skills
- Fluent in English

If interested in this position apply by email at [virginia.mancini@moleskine.com](mailto:virginia.mancini@moleskine.com) object: SA Dusseldorf