



PR/114443 | Boutique Assistant/ Executive (Luxury Retail)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1503982

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:34

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

- Ensure a professional appearance exceptional customer experience in the boutique for sales, customer service (including repairs), and all visitors.
- Handle sales processes for walk-in and phone/email customers.
- Actively seek new sales opportunities and foster client relationships.
- Assist in marketing events and promotions.
- Assist with daily stock inventory.
- Possess thorough product knowledge, including prices and discounts, and capable of explaining estimates and repair details.
- Actively participate in collecting Customer Relationship Management data.
- Provide support for after-sales service by receiving and documenting repair watches from customers.

- Coordinate with the Customer Service Department to handle customers' repair watches appropriately.
- Maintain boutique stock levels according to management directives.
- Remain vigilant and report any discrepancies to management.
- Ensure proper documentation of goods received and dispatched.
- Undertake additional tasks as assigned to support operations.

Company Description