

Shop Manager

We are looking for a suitable and experienced manager to manage a shop here in Port Vila.

Duties & Responsibilities

- Opening and closing of the shop
- Supervising the shop, cleaning, setting up every morning before opening
- Organizing the sales staff's schedules, organizing their task and work for each of them, monitoring the timetables and updating the time sheets
- Opening and closing the cash registers every day
- Helping with merchandising of shops and windows
- Collecting stock from the warehouse and delivering it to the shops
- Banking and salary calculations with the help of a saleswoman
- Handling sales and customer relations during opening hours
- Enter all the stock in lightspeed program before each arrival
- Stocktake

Qualifications & Skills:

- Previous experience in retail management
- Strong leadership and interpersonal skills,
- Excellent communication in English (French is a plus)
- High level of responsibility, organization, and reliability
- Ability to work flexible hours, including weekends

How to apply:

Please send your resume and cover letter to marie-paule@ajc-vanuatou.com by June 17, 2025.