

**Interview for Retail Sector
28 November 2018**

Vacancies Listing

SN	Company	Page No.
A	Appollo Sellappas Departmental Store	
1	Assistant Sales Manager	02
2	Purchase Manager	02
3	Sales Executive	03
4	Sales Manager	03
5	Senior Inventory Coordinator	04
B	New Peak Pte Ltd	
1	Admin Clerk	05
2	Marketing Executive	05
3	Sales Executive	05
4	Sales Promoter	06

A	Appollo Sellappas Departmental Store
1	<p>Position: Assistant Sales Manager</p> <p>Job description:</p> <ul style="list-style-type: none"> • Manage Store Sales and Staff • Report to and Assist Manager in organizing, planning and implementing strategies • Coordinate store operations. Ensure store schedules and objectives are met • Track daily, weekly, monthly and yearly progress • Monitor and maintain store inventory • Supervise, coach, support motivate the staff to perform well • Estimate hiring and training needs <p>Job requirements:</p> <ul style="list-style-type: none"> • Minimum Degree education & above • Minimum 7 years of experience • Knowledge of sales in departmental store inclusive of gold, electronics and clothing <p>Working hours:</p> <ul style="list-style-type: none"> • Full Time: No shift work • 10.30am to 10pm <p>Working locations:</p> <ul style="list-style-type: none"> • 153 Dunlop Street
2	<p>Position: Purchase Manager</p> <p>Job description:</p> <ul style="list-style-type: none"> • Develop, lead and execute purchasing strategies • Track and report key functional metrics to reduce expenses and improve effectiveness • Craft negotiation strategies and close deals with optimal terms • Partner with stakeholders to ensure clear requirements documentation • Forecast price and market trends to identify changes of balance in buyer-supplier power • Perform cost and scenario analysis, and benchmarking • Assess, manage and mitigate risks • Seek and partner with reliable vendors and suppliers • Determine quantity and timing of deliveries • Monitor and forecast upcoming levels of demand <p>Job requirements:</p> <ul style="list-style-type: none"> • Minimum Degree education & above • Minimum 10 years of experience • Knowledge of retail products, Good negotiation skill and Highly attentive to accuracy <p>Working hours:</p> <ul style="list-style-type: none"> • Full Time: No shift work • 10.30am to 10pm <p>Working locations:</p> <ul style="list-style-type: none"> • 153 Dunlop Street

A	Appollo Sellappas Departmental Store
3	<p>Position: Sales Executive</p> <p>Job description:</p> <ul style="list-style-type: none"> • Assist Sales and respond to customer enquiries • Demonstrate high level of product knowledge • Provide accurate information • Cross-sell products, Manage stock level and run promotions <p>Job requirements:</p> <ul style="list-style-type: none"> • Minimum GCE 'O' Level / WPLN5 education & above • Minimum 2 to 3 years of experience <p>Working hours:</p> <ul style="list-style-type: none"> • Full Time & Part Time: No shift work • 10.30am to 10pm <p>Working locations:</p> <ul style="list-style-type: none"> • 153 Dunlop Street
4	<p>Position: Sales Manager</p> <p>Job description:</p> <ul style="list-style-type: none"> • Manage Store Sales, Staff, Stock and Resources • Demonstrate commercial and people skills • Recruit, Train, Supervise and appraise staff • Manage budget and maintain financial records • Deal with customer queries and complaints • Schedule and assign jobs to employees • Ensure compliance, coordinate with marketing team to prepare promotional materials and displays <p>Job requirements:</p> <ul style="list-style-type: none"> • Minimum Degree education & above • Minimum 7 years of experience • Knowledge of sales in departmental store inclusive of gold, electronics and clothing <p>Working hours:</p> <ul style="list-style-type: none"> • Full Time: No shift work • 10.30am to 10pm <p>Working locations:</p> <ul style="list-style-type: none"> • 153 Dunlop Street

A	Appollo Sellappas Departmental Store
5	<p>Position: Senior Inventory Coordinator</p> <p>Job description:</p> <ul style="list-style-type: none">• Maintain Logistics and Manage Inventory• Work with company supply chains to make sure that inventory is on route, on shelves and well-stocked• Monitor inventory levels and product movement• Maintain safe and orderly work environment• File and Maintain accurate paperwork• Follow company policies, guidelines and work instructions <p>Job requirements:</p> <ul style="list-style-type: none">• Minimum Diploma education & above• Minimum 6 to 8 years of experience• Experience in handling inventory for large establishment <p>Working hours:</p> <ul style="list-style-type: none">• Full Time: No shift work• 10.30am to 10pm <p>Working locations:</p> <ul style="list-style-type: none">• 153 Dunlop Street

B	New Peak Pte Ltd
1	<p>Position: Admin Clerk</p> <p>Job description:</p> <ul style="list-style-type: none"> Assist to issue D/Os, Invoices, parcels, sales report, handle call orders <p>Job requirements:</p> <ul style="list-style-type: none"> Minimum GCE 'O' Level / WPLN5 education & above Minimum 1 year in office admin clerk work <p>Working hours:</p> <ul style="list-style-type: none"> Full Time: No shift work 8am to 5pm <p>Working locations:</p> <ul style="list-style-type: none"> Kallang Pudding Road
2	<p>Position: Marketing Executive</p> <p>Job description:</p> <ul style="list-style-type: none"> Uphold brand of Company products, sales & marketing tools, market research, monitor social media <p>Job requirements:</p> <ul style="list-style-type: none"> Minimum GCE 'A' Level education & above Minimum 3 years in marketing experience, Independent, Confidence <p>Working hours:</p> <ul style="list-style-type: none"> Full Time: No shift work 8am to 5pm <p>Working locations:</p> <ul style="list-style-type: none"> Kallang Pudding Road
3	<p>Position: Sales Executive</p> <p>Job description:</p> <ul style="list-style-type: none"> Promote company products, replenish stock, sales report, arrangement of events, planning & implementation <p>Job requirements:</p> <ul style="list-style-type: none"> Minimum GCE 'N' Level / WPLN4 education & above Minimum 1 year in Sales Executive and able to greet customer with a smile, Independent, Confidence <p>Working hours:</p> <ul style="list-style-type: none"> Full Time: No shift work 10.30am to 9.30pm <p>Working locations:</p> <ul style="list-style-type: none"> Island wide

B	New Peak Pte Ltd
4	<p>Position: Sales Promoter</p> <p>Job description:</p> <ul style="list-style-type: none">• Promote company products, replenish stock, sales report <p>Job requirements:</p> <ul style="list-style-type: none">• Minimum Secondary / WPLN3 education & above• Minimum 1 year in sales experience and able to serve customer with a smile <p>Working hours:</p> <ul style="list-style-type: none">• Full Time: No shift work• 10.30am to 9.30pm <p>Working locations:</p> <ul style="list-style-type: none">• Island wide