



**HOME OF
SURFING ELEMENTS**

Shop Assistant

Lassarga Dakhla, Morocco

01.05.2024- 30.04.2025

Job Overview

The Shop team member is responsible for the reception and guidance of guests and making sure they have an amazing visit. Sales and organization in our Surf Shop and ensure the efficient promotion of the OV collection. She is also expected to handle some administrative activities including receiving payments, Monthly inventory of the shop and Update of the sales listing. The main task will be to use their knowledge of company products and services to connect with consumers and generate sales.

Responsibilities and Duties

- Customer reception and advice
- Ensure the efficient promotion of the OV collection
- Manage orders and delivery notes
- Monthly inventory of the shop
- Update of the sales listing
- Present and sell product in our Surf Shop
- Ensure that the Front Office area is clean, tidy and follows our CI guidelines
- Resolve customer complaints and strives to create a pleasant atmosphere
- Take payments and enter them into the daily accounting

Qualifications

- Work experience in Reception and knowledge of the watersport business
- English fluent in conversation and good in written. One more language is a plus
- Super written and verbal communication skills
- Excellent communication skills
- Planning and organizing abilities
- Exceptional interpersonal skills
- Ability to work with different groups of people
- Multitasking abilities
- Efficient time management skills
- Basic Skills in Outlook and Excel

What we offer

- Use of Equipment at the Centre
- Free accommodation in private room
- Food included
- Be part of an international company with 17 centres worldwide and the opportunity to work at them
- Fix Salary + Commission on sales in shop