

Store Keeper Job Description Template Eng - Hin


We are looking for an organized, experienced store keeper to be responsible for all stock, staff management, and planning promotional campaigns for the store.

To be successful as a store keeper you must be able to multitask and perform under pressure while remaining professional with customers. A good store keeper is able to manage stock by keeping a record of sales and ordering the required replacement items, occasionally making new product purchases that consumers may enjoy.

● Store Keeper Responsibilities:

1. Keep a record of sales and restock the store accordingly.
2. Manage and train store staff.
3. Plan promotional campaigns for new products or specials.
4. Ensure that the store is kept clean and organized.
5. Mediate any confrontations between staff and clients, and de-escalate the situation.

● Store Keeper Requirements:

1. Must be organized and punctual.
2. Well-presented and professional.
3. A high school qualification or equivalent.
4. Prior experience in retail, preferably in a management  position, would be advantageous.
5. Excellent verbal and written communication skills.
6. Proficient in Microsoft Office.

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Also known as store managers or store supervisors, store keepers take stock of inventory, manage the store layout, supervise staff and keep records of sales.
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How can I be a successful storekeeper?

Knowledge of proper bookkeeping and inventory management. Familiarity with standard concepts and best practices in a stockroom or warehouse environment. Analytical mind with ability to make accurate mathematical computations. Excellent written and verbal communication skills