

1) Job Details			
English Title:	Sales Clerk	Arabic Title:	بائع
Group:		Division:	Brand & Creative Division
Directorate:	Enterprise Directorate	Department:	Retail & Events Department
Section:		Position Code:	

2) Relationships:	
Report To: (Supervisor)	Head of Merchandising Store
Supervise: (Subordinates)	N/A
Internal Contacts:	beIN Sport Employees
External Contacts:	Suppliers and freight forwarding / repair service providers.

3) Job Purpose Summary:
The Sales Clerk is required to work in our beIN SHOP, where the primary focus is excellent customer service and sales targets.

4) Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Greet customers and ascertain what each customer wants or needs. • Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits. • Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. • Compute sales prices, total purchases and receive and process cash or credit payment. • Maintain records related to sales. • Watch for and recognize security risks and thefts, and know how to prevent or handle these situations. • Recommend, select, and help locate or obtain merchandise based on customer needs and desires. • Answer questions regarding the store and its merchandise. • Describe merchandise and explain use, operation, and care of merchandise to customers. • Ticket, arrange and display merchandise to promote sales. • Prepare sales slips or sales contracts. • Place special orders or call other stores to find desired items. • Demonstrate use or operation of merchandise. • Clean shelves, counters, and tables. • Exchange merchandise for customers and accept returns. • Bag or package purchases, and wrap gifts. • Help customers try on or fit merchandise. • Inventory stock and requisition new stock. • Prepare merchandise for purchase or rental. • Sell or arrange for delivery, insurance, financing, or service contracts for merchandise. • Estimate and quote trade-in allowances. • Estimate cost of repair or alteration of merchandise. • Estimate quantity and cost of merchandise required, such as paint or floor covering. • Achieve Sales Targets

5) Other Responsibilities:

- Perform other duties relevant to the job as requested.

6) Job Requirements / Qualifications:

Education:	Minimum High School Diploma	
Minimum Required Academic Degree:	High School	
Experience:	Minimum 3 years of experience in warehousing and handling materials within a similar industry, or other related fields is preferable	
Minimum Required Relevant Experience Years:	3 Year(s)	
Skills:	<ul style="list-style-type: none"> • Excellent English Communication and Written Skills • MS Office (Word, Excel, Power point) • Multi- tasking skills • Interpersonal skills • Visual Merchandising skills 	
Knowledge:	<ul style="list-style-type: none"> • Functioning of the POS system • Understanding of customer’s requirements 	
Abilities:	<ul style="list-style-type: none"> • Able to build and maintain professional networks • Able to work under pressure • Able to work irregular hours • Able to plan and maintain shop’s image 	
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.	
Competencies:		
Work Environment:	Warehouse and store area	
Job Demands:	Physical Characteristics:	Must be able to perform physical activities such as, but not limited to, lifting (up to 30 kilos. unassisted), bending, standing, climbing or walking on a consistent basis.
	Other Characteristics:	NA

7) Performance Measures:

- Customer Satisfaction
- Planning stock in shop with proper schedule
- Sales Target
- Interpersonal skills
- Market Reach

8) Tools and Equipments:

- Point of Sale Machine
- MS OFFICE

