

SHOWROOM MANAGER - POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking an experienced and organized Showroom Manager to join our team in Port Moresby. The successful candidate will play a crucial role in ensuring the smooth operation and maintenance of our showroom. This role is essential in maintaining our commitment to delivering high-quality service and customer support.

JOB OVERVIEW:

Reporting directly to the National Sales Manager, the Showroom Manager will be responsible for maintaining the showroom's appearance, enhancing customer experience, and managing staff effectively.

KEY RESPONSIBILITIES:

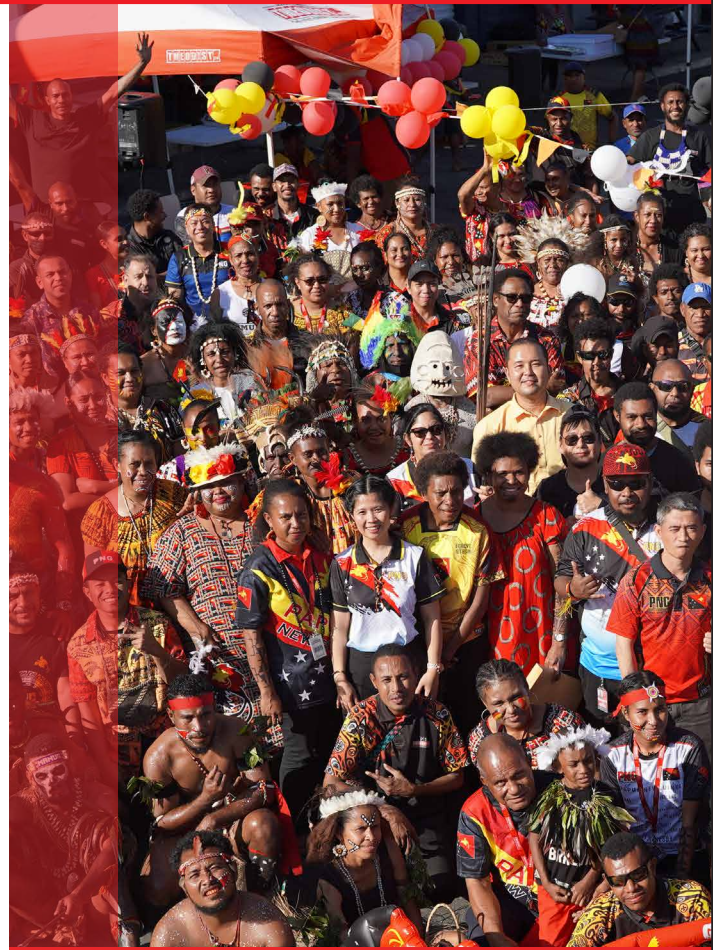
- Maintain a clean and organized showroom with accurate price tickets and timely display of new products.
- Resolve escalated customer queries and ensure high standards of customer service.
- Identify customer requirements, maintain inventory transfers, and market merchandise through advertising, sales promotions, and display plans.
- Provide excellent customer service, resolve customer complaints, and answer customer queries.
- Monitor stock levels and ensure the showroom is well-stocked with necessary inventory.
- Coordinate with the marketing team to develop and implement effective marketing strategies.
- Implement security measures to protect merchandise and ensure a safe environment for employees and customers.
- Schedule, assign, recruit, train, and supervise showroom staff.
- Conduct regular performance reviews and provide ongoing training and support.

QUALIFICATIONS AND SKILLS

- Marketing capability and retail management experience.
- At least 3 years of staff management experience.
- Minimum 5 years of sales experience.
- Ability to motivate others, delegate tasks, and manage outcomes.
- Strong multi-tasking skills and team player mentality.
- Customer-focused with up-to-date market knowledge.
- Results-driven, self-motivated, and strategic planning capability.
- Excellent organizing and leadership skills.
- Outstanding verbal and written communication skills.

PREFERRED ATTRIBUTES:

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient with relevant software and tools.
- Knowledge in Pronto.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is Friday, December 13th, 2024.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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www.theodist.com