

Job title: Cashier

Salary: Competitive

Duty Station: Tubman Boulevard, Congo Town

Application Deadline: January 18, 2019

Start Date: As soon as possible

Introduction to our business

Millennium Guest House and Suites managed by AFRIKLAND Hotel has an International set standard in Liberia's Hospitality Industry and addressed the need of its valuable customers to their best comfort. It is located on the Tubman Boulevard, Congo Town. This hotel has 50 bed rooms fully air-condition, two restaurants, one gym, a large bar, a tennis court, a swimming pool and a spacious parking lot. It has three medium and one large conference hall that have a capacity of 25,30,45 and 350 persons respectively.

Millennium Guest House and Suites management by AFRIKLAND Hotel is seeking for qualified applicants for the position of **Cashier**

ROLE & RESPONSIBILITIES OF CASHIER

- greet and acknowledge each customer
- assist customers where possible
- provide answers to product and payment-related queries
- resolve customer complaints
- refer customers to the right person to answer queries and deal with any problems
- accurately process sales using cash registers, scanners or equipment
- accept cash, checks and bankcards for payment
- process payments according to company procedure
- provide change for cash payments
- issue receipts for payments received
- accurately calculate discounts and special offers
- stay up to date on all promotions and special offers
- process returns and exchanges
- balance sales and receipts according to company procedure

- maintain accurate records of transactions
- may be required to assist in other areas such as shelf stocking, product display, pricing and clean-up
- maintain a neat, tidy and orderly work area

EDUCATION AND EXPERIENCE

- high school diploma preferable
- basic mathematical knowledge
- some experience dealing with money preferable
- ability to operate relevant electronic equipment –POS
- Hotel Management diploma holder

KEY COMPETENCIES

- communication skills
- information processing ability
- numeracy skills
- accuracy and attention to detail
- problem-solving skills
- strong customer service skills
- ability to work independently
- integrity and honesty

HOW TO APPLY:

Please send your motivation letter, CV and at most three references (both in English) to email: hrmillenniumafrikland@gmail.com or Hard copy should be addressed to: Human Resource Manager, Millennium Guesthouse & Suites, Tubman Boulevard, Congo Town, Monrovia, Liberia