

SUN FRONT PVT LTD

Male' Republic of Maldives

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URGENT Recruitment:

Sun Front Pvt. Ltd., Male', Maldives is a trading company in business since 1989. Presently we are looking for energetic, competent and motivated foreign individuals to work with our Sales Team. For more information about us, please visit our website www.sunfront.com.mv

1. Post: Assistant Shop Supervisor (Shop selling power tools, hardware, home appliances & homeware products)

- a. Age: 25-45 years
- b. Nationality: Indian, Sri Lankan
- c. Number of vacancies: 01

2. Qualifications & Requirements:

- a. Minimum 3 years work experience as an Assistant Supervisor level role in a shop selling wide range of similar products mentioned above.
- b. Must have extensive product knowledge in power tools, hardware, home appliances and homeware products.
- c. Must have strong leadership and team management skills.
- d. Fluency in verbal and written communications in English language is a must.
- e. Proficient computer skill in MS office (Word, Excel, and Outlook) and fast in typing
- f. Must be familiar with social media platforms (Facebook, Instagram, WhatsApp, Viber, etc.)
- g. Must be physically, medically and mentally fit for the for this employment.

3. Main Tasks & responsibilities:

- a. Should work under the instructions & guidance of the Shop Supervisor or In-charge, in executing the below mentioned tasks & responsibilities.
- b. Supervise day-to-day operations of the shop.
- c. Maintaining & developing relationships with customers and also trying to find new customers.
- d. Collect and provide product information to staff in order for them to serve customers better.
- e. Making quotations, invoices, delivery notes and engage in other sales negotiations with customers.
- f. Replying to customers emails and communicate customers via Email, Voice call, Viber, WhatsApp, WeChat, etc.
- g. Monitor products' sales speed, product quality and record customer complaints and report to purchase department.
- h. Taking responsibility for shop open and closed on time, and making sure that the Ac's, and all the lights & electronic devices are turned off and the doors are locked properly
- i. Makes sure all sales & inventory transactions in POS are completed with due procedure.
- j. Taking responsibility for product display in shop and refilling the shop stock as per the requirement.
- k. Attending to customer complaints and providing solutions.
- l. Monitor staff TIMEOUT activities, check daily attendance for absent and late-in staff and report to HR department where deem necessary for further actions.
- m. Reports day-to-day issues Shop Supervisor or In-charge
- n. Carryout all other sales related tasks assigned by the Shop Supervisor or In-charge.

4. Salary & Allowances:

- a. Salary: USD **450.00** to USD **550.00**
- b. Salary will be paid in Maldivian Rufiyaa, at Bank exchange rate (USD 1 = MVR 15.42)
- c. Starting salary will be decided from above range, after evaluating employee's capability of carrying out the assigned tasks.
- d. Salary would be increased up to **USD 550.00** based on the employee's skills and ability to perform the tasks.
- e. Monthly food allowance of **MVR 1,500.00** will be provided.

5. **Other Benefits:**

- a. Normal Medical expenses covered by the company (also will be insured under expat policy)
- b. Phone Allowance as per company policy.
- c. Entitled for Annual Company Bonus as per company policy.
- d. Free air tickets will be provided to Indian and Sri Lankan nationalities after completion of 2 years.
- e. Entitled for 30 days annual leave (without tickets).

6. **Working Hours:**

- a. Full Time: Not exceeding total 10:30 hours daily, excluding break time.

Working Days:

- a. Weekly 6 days full time work (Friday Off)

7. **Work Site:**

- a- "NEW SHOP in Male' City.

8. **Accommodation:**

- a. Accommodation will be provided free of charge.

9. **Probationary Period & Contract:**

- a. Initial Contract period: **02-03 Years** (extendable on mutual agreement)
- b. Probationary period: **06 (six) months**. During the probationary period, the Employer will monitor & evaluate employee's performance and ability in carrying out the given responsibilities. During the probation period, if the employer finds that the employee is incompetent, or lacks necessary experience & skills in executing his duties up to the satisfaction of the management, Employer will terminate the employee without any notice/warning with immediate effect. This could even be decided in the first month or in the last month of the probationary period.
- c. Employee also has the right to resign from the employment within the probationary period without further notice, if he is dissatisfied with circumstances and nature of the job.
- d. A letter, notifying the Employee of his appointment to permanent basis, will be issued at the end of a successfully completed Probationary Period. After completion of the probationary period and before completion of the contract period, either party can terminate the contract with due procedure and prior notice, in accordance with the Employment Law of the Maldives.

10. **Attention:**

- a. If the employer finds that the information and documents submitted by the employee is **NOT TRUE** and the documents are **NOT GENUINE**, the employer reserves all the rights to disqualify or terminate the employee immediately without any notice at any time of employment or during the recruitment process.
- b. Candidates **MUST** present complete C.V with supporting documents.
- c. Full height color photograph of the candidate (recently taken photo) **MUST** be attached.
- d. Candidate **MUST** be available for video call as well as telephone interview up on request.
- e. We will choose the best suitable candidate for the post based on qualifications, documents, and interview.
- f. If the suitable candidate is not found after interviews, all the applications will be cancelled.