

Job Vacancy

Cashier

I. COMPANY PROFILE

A boutique furniture store, located in Beirut and offering modern ready home furniture of high quality. It was established in 2017 and has been maintaining a steady growth since then. This growth has been accompanied by a development of the company structure and its team. Currently, the company is looking to expand its team by hiring for a couple of positions among which the Cashier.

II. ROLE

The cashier has a central role in the company as he/she will be handling all payments and cash collection, ensuring proper cash count, keep good records and filing and coordinate with the purchasing officer, the delivery coordinators, and the management.

III. DUTIES AND RESPONSIBILITIES

- Handle cash transactions
- Responsible for cash counting at the start and end of the day
- Process cash payment to suppliers after verifying the amount with the purchase order, and keep supporting documents.
- Receive and count cash from clients/delivery staff.
- Prepare daily cash reports
- Keep records and documents for all cash transactions
- Hand available cash to the accountant at the end of the day.

IV. REQUIREMENTS in terms of experience, education and competencies

- Bachelor in Business administration or schooling degree
- Proven work experience as a cash custodian
- Some experience with control procedure,

Please send your resume to: info@purplemartin-me.com