

Shop Keeper of PT Galleri Museum MACAN

About:

Museum MACAN was founded by Haryanto Adikoesoemo in 2017. The Museum is governed by a non-profit entity Yayasan Museum MACAN which manages museum activities including but not limited to the exhibition, collection, conservation and education activities; and PT Galleri Museum MACAN which manages non-museum and commercial activities related to the Museum facilities.

The activities of PT Galleri Museum MACAN operates to secure the objectives and ongoing sustainability of the Museum. Together these two entities form the Museum MACAN operations.

Key responsibilities

- Serving customers both offline and online
- Coordinate with Shop Leader for receipt and return of goods
- Ensure the availability of goods
- Maintain selling products and other store assets
- Keep the store area clean and attractive

Administrative

- Incoming/outgoing goods
- Sales Report
- Communication Book
- Recap display + fixture inventory
- Cashier recap
- CRM

Requirements

- Have experience as a sales assistant min. 1 year
- Having good interpersonal ability
- Can work shifts and weekends