



SIK YUEN LIMITED

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Job Description

Job Title Employe de Rayon (Shelf Stacker)

Reporting to Chef de Rayon (Supervisor)

Purpose Responsible for stocking and maintaining shelves and display units to ensure that all shelves and displays are properly stocked, visually appealing with correct labels and prices to maximise sales.

Principal Accountabilities

- Moving products from the warehouse
- Filling shelves and display units with merchandise in a timely manner
- Ensuring rapid restocking of shelves to avoid unnecessary out of stock and loss of sale.
- Ensuring carton boxes and packaging are disposed as per proper procedure
- Responsible for the proper labelling and pricing
- Ensuring shelves and display units are clean and tidy
- Arranging, repositioning and tidying shelves and displays
- Checking best before and expiry dates and ensure proper rotation
- Pricing merchandise and verifying correct prices
- Performing inventories
- Keeping section clean and tidy (shelves, floor and products).
- Providing customer support and assistance by answering queries on products/prices/promotions.
- Following procedures in place for promotional and various marketing campaigns (for example: set up of 'Allée centrale')
- Accompany and assist in process of 'Tournée commerciale'
- Provision of product advice and information to customers
- Following customer service procedures (eg take customer phone number if out of stock and re-contact once in stock)

Qualifications and Skills

- Minimum form 3 or equivalent
- Literate & numerate
- Good customer care
- Team player
- Polyvalence
- Multitasker