

## **Sales Representative- Mike Sport**

*Mike Sport is the "one stop shop" for all your sporting goods and equipment*

Location: Beirut, Batroun or Jbeil

Working Hours: Store opening hours, including weekends & holidays.

Major: degree in Business Administration, Marketing, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Provide exceptional customer service by performing up-selling, cross-selling, suggesting alternatives and following up on customers' requests.
- Ensure smooth and efficient receiving process of items/shipments, as well as accurate stock keeping preventing security risks and thefts by performing physical and electronic inventory as required, reporting broken alarms, incidents, suspicious activities.  
Arrange and replenish on a continuous basis the store shelves and ensure that the store floor and shelves are kept clean and tidy at all times in alignment with the store image and coordination standards.
- Organize the stockroom related to the store to conserve high level of stock replenishment.
- Handle pricing (& Change of prices) process in an effective and accurate manner as required.
- Perform a smooth and efficient receiving process of items & shipments, as well as stock keeping preventing security risks and thefts by performing periodical inventories.
- Perform accurate stock rotation of items (To/From Stores & Warehouse) under the supervision of the manager on duty.
- Take accurate measurements for any needed alteration, assign price according to set price list (when applicable) and coordinate needed alterations.
- Participate in the inventory of products and report the end-of-day inventory status to Store Manager.
- Perform other duties that are aligned & related to the job scope

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb); Ext. 7801; 7802