

Wonderful Opportunity for Store Supervisor

Dyatmika is a supportive school community with a collegial feel, a positive parent body, students who want to learn and achieve a high standard.

We are seeking to employ a Store Supervisor. The office hours: Monday -Friday with a competitive salary and benefits package

We ask that you:

- Have at least SI Economy or Management or SI Accounting
- Have a minimum of two years' experience in the same field.
- In-depth knowledge of product and quality control
- Exceptional interpersonal skills in dealing with staff and customers/ parents.
- Competency in retail management software
- Proficiency with spreadsheet and word processing software.
- Excellent written and verbal communication skills in English and Bahasa Indonesia.
- Familiarity with applicable retail health and safety standards.

Additional selection criteria include:

- Good health.
- Trusted person, honest, low profile, smart, strong, work efficient, hard worker.
- able to work in a multi-cultural work atmosphere
- have responsible two-way communication skills

Position Summary

We are seeking an organized, experienced store supervisor responsible for overseeing the daily operations of a retail school shop. Your duties will include overseeing employees and finances and controlling the quality of products and services. You may also be required to evaluate the job performance of retail staff.

Major Responsibilities

- Overseeing salespeople, shop cashier, shelf stockers, and other employees in the shop.
- Managing finances and preparing an annual need for the stock of the shop (uniforms, books) including EOQ reports.
- Keeping records of staff performance.
- Evaluating the supply and availability of stocks, and profit-margins.
- Implementing measures to avoid stock damages, theft, and wastage.
- Monitoring shelves stocks and product displays, and the general appearance of the store.

- Addressing customers' requests, comments, and complaints.
- Motivating employees to achieve targets.
- Training new staff members and scheduling shifts as needed.
- Overseeing the receiving process

Please visit our website to learn more about Dyatmika school

To apply, please send to hr@dyatmika.org

- a CV include recent photo
- a scan of education certificates and reference
- a letter of application – maximum of 1 page about why you would like to work at Dyatmika and what you can offer our school

Applications close on **7 January 2024**. Short-listed candidates will be contacted for an interview.

Dyatmika School believes that Child Protection and Safeguarding is the responsibility of all members of the school community.

The school conducts background-checks on all staff and adults working in Dyatmika prior to their appointment to ensure they are safe to work with children and have no criminal record. By applying to Dyatmika you are:

- *Declaring that you hold appropriate qualifications and experience to work with students*
- *Stating that there is no reason that would prevent you from working with students at our school*
- *Declaring you are willing and able to promote and safeguard student safety and welfare*
- *Supportive of appropriate background checks being made*