

## SHOWROOM SUPERVISOR - STATIONERY POM BASED

Theodist is a leading company renowned for its commitment to excellence and innovation. We pride ourselves on our dynamic team environment and our dedication to providing outstanding service and value to our clients. As we continue to grow, we are looking for passionate individuals to join our team and contribute to our success.

We are seeking an experienced and energetic Showroom Supervisor to join our team in Port Moresby. The successful candidate will oversee daily showroom sales activities, support and guide the team, and ensure customers receive excellent service while maintaining efficient showroom operations.

### JOB OVERVIEW:

Reporting directly to the Showroom Manager, the **Showroom Supervisor - Stationery** will be responsible for supervising showroom attendants, maintaining attractive product displays, ensuring proper stock control, and supporting daily showroom operations. This role plays a key part in achieving sales targets and maintaining a positive customer shopping experience.

### KEY RESPONSIBILITIES:

- Provide excellent customer service and assist customers with selecting stationery and office products
- Ensure staff maintain strong product knowledge to recommend suitable solutions
- Allocate daily tasks to showroom attendants, including merchandising, restocking, and customer support
- Monitor pricing, promotional labels, and product displays to ensure accuracy
- Maintain an organized, clean, and well-stocked showroom environment
- Monitor fast-moving and slow-moving items and report stock requirements to management
- Assist with stock receiving, stock counts, and inventory checks
- Minimize stock loss, damage, or misplacement
- Support showroom promotions, including back-to-school campaigns and seasonal sales

### KEY REQUIREMENTS:

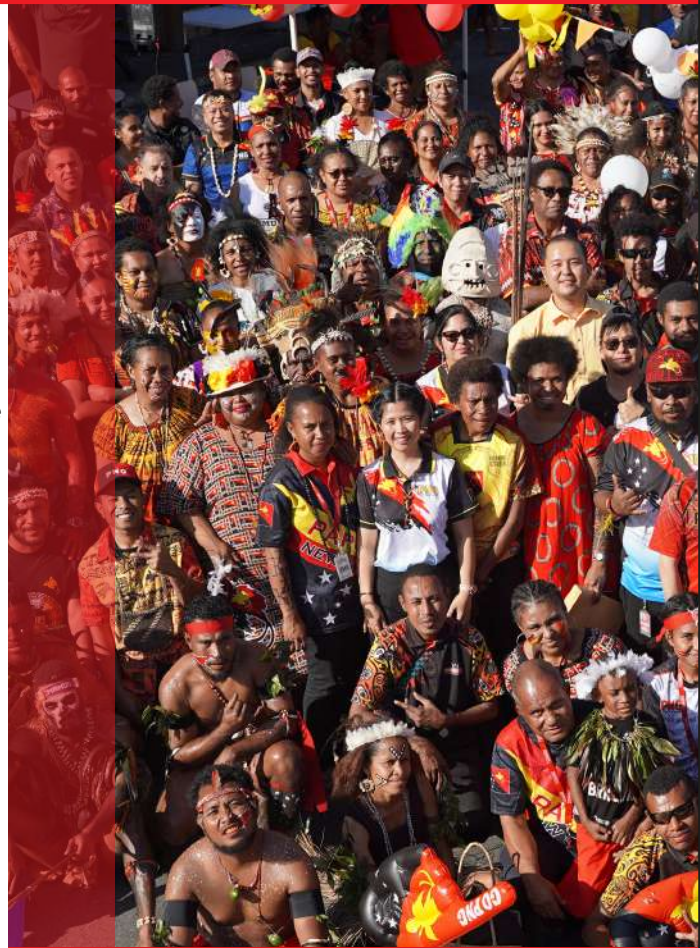
- Diploma or Bachelor's degree in Business, Retail Management, Information Technology, or a related field
- Minimum 3 years' experience in retail showroom sales or supervisory roles
- Strong leadership and team supervision skills
- Excellent communication and customer service abilities
- Strong organizational and multitasking skills
- Proficiency in Microsoft Office and retail management systems

### PREFERRED ATTRIBUTES:

- Customer-focused with strong problem-solving skills
- Ability to work effectively in a fast-paced retail environment
- Energetic and motivated with the ability to inspire team performance
- Strong attention to merchandising and showroom presentation
- Knowledge of PRONTO ERP is an advantage

### Why Join Theodist?

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded by like-minded peers.



## How to Apply

If you're a passionate individual who shares our values and would like to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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