

## SHOWROOM ATTENDANTS

### SHOWROOM DEPARTMENT- LAE BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking motivated and customer-focused Showroom Attendants to join our team. This role is essential in delivering an exceptional in-store experience across our wide range of products—from tech and stationery to furniture and chemicals.

#### JOB OVERVIEW:

Reporting to the Showroom Manager, the Showroom Attendants will be responsible for assisting customers, maintaining product displays, and supporting the sales team to ensure a smooth and engaging retail experience.

#### KEY RESPONSIBILITIES:

- Greet and assist customers in a friendly and professional manner.
- Provide accurate product information and demonstrate features when required.
- Maintain cleanliness and organization of the showroom.
- Restock shelves and ensure displays are visually appealing and current.
- Assist with inventory checks and report discrepancies.
- Support the sales team with customer purchases and returns.
- Handle customer inquiries and complaints professionally.
- Coordinate with dispatch and credit teams as needed.
- Basic understanding of retail operations and product handling, and ability to work in a team and under minimal supervision.

#### QUALIFICATIONS AND SKILLS

- Diploma or Bachelor's degree in Business, Sales, Marketing, or a related field.
- Minimum of 1-3 years of experience in retail, customer service, or showroom operations.
- Excellent interpersonal and communication skills.
- Familiarity with a wide range of products including tech, stationery, furniture, and chemicals.
- Physically fit and willing to work flexible hours.

#### PREFERRED ATTRIBUTES:

- Experience in a fast-paced retail or showroom environment.
- Strong attention to detail and visual merchandising skills.
- A proactive, customer-first attitude with a passion for delivering excellent service.



## How to Apply

If you're a passionate individual who shares our values and wants 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)

**Deadline: The closing date for applications is Friday, June 6th, 2025.**

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



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