

Golden Gate Night Club

VACANCY ANNOUNCEMENT!

The **Golden Gate Night Club** is seeking to recruit a qualified candidate for the position of Cashier.

- **This is a night shift position from 5:00 PM to 4:00 AM.**
- **The working days are Wednesday through Saturday.**

CLOSING DATE: December 28, 2015 at 5:00 PM

All applications should be submitted to aounfiras@gmail.com.

Basic Functions

The Cashier is primarily responsible for maintaining a high level of service to all our guests at all times. S/he prints invoices and records transactions while ensuring that all payments are handled with care so as no shortages occur.

Required Qualifications

Education: At least two years of university study in accounting, computer science, hospitality management, food science/technology, business management, social sciences, mass communication, public relations or literature are required. **Previous Work Experience:** None. **Language Proficiency:** Fluency in Written, Spoken, Reading English. Language proficiency will be tested. **Knowledge, abilities and skills:** Knowledge of basic arithmetic, basic skills in handling and counting cash. Working ability to communicate effectively, both orally and in writing. Basic leadership skills. Excellent customer facing skills. Excellent organizational skills. Ability to follow directions and work with minimum supervision and comfortable with conflict resolution. Excellent oral communication skills.

Dependable and able to remain alert during late shifts. Must be computer literate with a strong knowledge of relevant software application. Basic knowledge of principles and methods for showing, promoting, and selling products or services. Ability to deal with telephone calls and handle enquiries. Ability to work effectively with others. Ability to work while standing.

A complete application packet MUST include a cover letter, current curriculum vitae, a passport-size photo, and copies of degrees, certificates and other relevant documents.

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