



## Retail Graduates - Secunda

Dis-Chem Pharmacies Limited  
Secunda, Mpumalanga  
Internship

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Posted 17 January 2022 - Closing Date 11 February 2022

### Job Details

**Division**  
AA Division

**Minimum experience**  
Internship

**Company primary industry**  
Retail

**Job functional area**  
Other

### Job Description

Dis-Chem is looking for driven Retail Management graduates, who thrive on challenges for the exciting 2022 internship on offer, for their Secunda Store. The internship opportunity is tailor-made for enthusiastic, energetic, result oriented individuals who would like to kick-start their workplace experience in the exciting world of Retail Management. Successful candidates will contribute to the overall profitability of the store.

**Minimum Requirements:**

**Essential:**

- Matric – Grade 12 and or Higher Certificates
- Qualification in the following disciplines:
  - Retail Business Management
  - Sales/Marketing/ Entrepreneurship
- Computer Skills - Microsoft Office
- Fully Vaccinated against COVID-19

**Advantageous:**

- Experience in the retail industry

**Job Specification:**

- Accurately verify, scan and capture physical goods receipts for the store in accordance with company policies and standard operating procedures
- Ensure the flow of stock receipts through receiving is maintained that deliveries arriving are received the same day and sent to the floor
- Ensure delivered stock or stock pulled from the store room are stored and packed in the correct spaces
- Assist with counting of stock files and general stock take
- Exchange merchandise for customers and accept return goods by customers when authorized to do so compute total purchases and receive and process all payments
- Process all loyalty cards including those of our accelerator partners
- Ensure out of stock and general stock queries from customers are dealt with, followed up on and resolved
- Assist with daily administration activities regarding customers, sales and staff matters
- Prove friendly, helpful and courteous assistance and advice to all customers
- Assist with the record keeping and updating of customer information and keep absolute confidentiality thereof

**Competencies:**

**Essential:**

- Knowledge of retail environment
- English – Read, write and speak well
- Time management skills
- Be trustworthy and honest
- Must be able to work in a team and independently
- Customer service orientated
- Results orientated
- Quality orientation

**Advantageous:**

- 2<sup>nd</sup> Additional Language
- Be able to analyze retail reports

**Special conditions of employment:**

- South African citizen
- MIE – Clear Criminal and Credit Record
- Fully vaccinated against COVID-19 (proof of vaccination certificate required)
- Reliable transport
- Be able and willing to work retail hours

**Remuneration and benefits:**

Stipend

**ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED. IF YOU HAVEN'T BEEN CONTACTED WITHIN TWO WEEKS AFTER THE CLOSING DATE CONSIDER YOUR APPLICATION AS UNSUCCESSFUL.**

**Dis-Chem Pharmacies is an equal opportunity employer. Dis-Chem's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to Dis-Chem's Employment Equity & Transformation Strategy. Dis-Chem actively supports the recruitment of People with Disabilities.**

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