



## APPENDIX II

**JOB TITLE : EXECUTIVE, RETAIL SUPPORT**

**REPORTING TO : ASSISTANT GENERAL MANAGER, RETAIL**

### **JOB RESPONSIBILITY**

1. Support and assist with a variety of daily operations, administration, location scouting, cold calling, networking and social media.
2. Conducting market research to identify possibility business and evaluate company needs.
3. Prepare and deliver appropriate presentations on products & services.
4. Ensure customer service/ business partner satisfaction and good relationship.
5. Coordinate and arrange meetings, appointments, travel schedule, if necessary.
6. Attend meeting and keep accurate minutes, provide regular updates and reports.
7. Organize and/or assist with events and functions.
8. Handle special project, if necessary.
9. Handle requests for information and data, conduct research.
10. Comply with all standard operating procedures and policies.
11. Undertake ad hoc assignments as and when requires.

### **JOB REQUIREMENT**

1. Strong organizational, multi-tasking and time management skills.
2. Strong critical thinking, problem solving and researching skills.
3. Able to anticipate issues and identify resolutions in a timely manner.
4. Able to develop strong relationships and work collaboratively with all levels of individuals inside and outside of the organization.
5. Able to work independently and in a team environment.
6. Attention to details.
7. Adherence to deadline.
8. Good presentation, written and communication skills.

### **QUALIFICATION**

1. Candidate must possess at least a Diploma or Bachelor's Degree in Business Administration or any field.
2. Willing to travel, when required.
3. Proficient in MS Office includes Excel, Outlook, Word and PowerPoint.

### **XOX MANAGEMENT SERVICES SDN. BHD.**

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