

VACANCY: BOOKSHOP SALES / CUSTOMER SERVICE REPRESENTATIVE – LEKKI PHASE 1

About the Company

We are a reputable and fast-growing retail business in the book and stationery industry. Our bookshop is committed to promoting a strong reading culture by providing a wide variety of books, educational resources, and lifestyle products in a welcoming environment.

Job Summary

We are seeking an enthusiastic **Sales / Customer Service Representative** to join our bookshop team. The ideal candidate will provide excellent customer service, assist customers with book selections, handle sales transactions, and support the overall day-to-day operations of the store.

Key Responsibilities

- Welcome and attend to customers, providing guidance on book selections.
- Handle sales transactions, POS operations, and cash reconciliation.
- Ensure shelves are well stocked, organized, and visually appealing.
- Maintain accurate inventory records and assist in stock management.
- Handle customer inquiries, complaints, and after-sales

support.

- Support promotional activities, book launches, and reading events.
- Maintain a clean, safe, and engaging shop environment.

Requirements

- OND / HND / B.Sc. in Business Admin, Marketing, English, or related field.
- 1–3 years' proven experience in retail sales or customer service (experience in a bookstore, lifestyle shop, or supermarket is an advantage).
- Strong communication and interpersonal skills.
- Basic computer knowledge (MS Office, POS, or inventory software).
- Passion for books, reading, and customer engagement.
- Reliable, detail-oriented, and able to work under minimal supervision.

Benefits

- Competitive salary.
- Growth opportunities within the retail/education sector.
- Training and professional development.
- Friendly and collaborative work environment.

How to Apply

Interested and qualified candidates should send their CV to:
hr@globalclique.net

Email Subject Line MUST read:

Application for Bookshop Sales / Customer Service Representative – Lekki Phase 1

Only shortlisted candidates will be contacted.