

Accounting and Finance Department

Job Title: Cashier

Company: Xonline

Location: Phnom Penh, Cambodia

Position Type: In-Office

About Us:

Xonline is a dynamic media company dedicated to acquiring, managing, and monetizing online traffic. We also manage several physical and online business operations where maintaining efficient and accurate financial transactions is crucial. As we continue to grow, we are looking for a reliable and detail-oriented Cashier to join our team and help manage our financial transactions.

Role Overview:

As a Cashier at Xonline, you will be responsible for handling all cash and credit transactions accurately and efficiently. You will interact with customers, process payments, and ensure that the cash register is balanced at the end of each shift. Your role is essential in providing excellent customer service and maintaining the financial integrity of the company.

Key Responsibilities:

- Handle cash, credit, and other forms of payment transactions.
 - Accurately process sales and refunds, issuing receipts to customers.
 - Maintain a balanced cash drawer, ensuring that discrepancies are reported immediately.
 - Provide excellent customer service by assisting customers with their inquiries and transactions.
 - Ensure all transactions are recorded accurately and that cash registers are properly closed at the end of each shift.
 - Collaborate with the finance team to ensure that all financial procedures are followed.
 - Keep the work area clean and organized.
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Qualifications:

- Gender and age: No restrictions.
 - Educational background: High school diploma or equivalent.
 - Previous experience as a cashier or in a related role is preferred.
 - Strong numerical skills and attention to detail.
 - Excellent customer service skills.
 - Ability to handle transactions accurately and responsibly.
 - Basic proficiency in English and Khmer.
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Skills:

- Strong organizational skills with attention to detail.
 - Ability to work under pressure and handle a fast-paced environment.
 - Good communication skills and a friendly, approachable demeanor.
 - Basic computer skills, including familiarity with point-of-sale (POS) systems.
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What We Offer:

- Competitive salary and benefits package.
 - A friendly and supportive work environment.
 - Opportunities for professional growth and career development.
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How to Apply:

Interested candidates should submit their resume and a cover letter outlining their experience and qualifications to **x100sm00987@gmail.com**.

Tel/Telegram: **015416898**