Doit Center®

CASHIERS

We are looking for an efficient, courteous cashier who possesses excellent customer service skills. The cashier will scan the customer's selections, ensure that prices and quantities are accurate, accept payments, issue receipts, answer inquiries, and provide helpful information to customers products, promotions, or item location. You will also respond to complaints, process refunds or exchanges of items, and maintain a clean workspace.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent.
- Customer service or cashier experience.
- Ability to handle transactions accurately and responsibly.
- High level of energy with strong customer service skills.
- Basic math and computer skills.
- Ability to stand, walk, lift heavy items, and work with other team members in a fast-paced environment to provide excellent service.
- Attention to detail.
- Helpful, courteous approach to resolving complaints.

Interested persons should submit applications or resumes to Hr@doitcenterprovo.com

BELONGERS ONLY NEED APPLY

www.buildingmaterialstci.com
Tel.#: 946-4131 | Fax#: 941-3513

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ACCOUNTANTS

We are seeking trustworthy candidates who work efficiently without sacrificing accuracy. Accountants can expect to work with large amounts of numerical data, handle multiple tasks with deadlines, and provide transparent and complete reports to management. You should have a firm grasp of accounting and financial practices and regulations and possess strong computer and verbal and written communication skills.

MINIMUM REQUIREMENTS:

- Combination or any of: FCCA, FCMA, CPA, CGMA , qualification required
- MBA in Finance, Management or International Trade an advantage
- Minimum five (5) years post qualification experience in a similar capacity within a diversified group environment
- Advanced hands on experience in the use of Microsoft Suites, including Excel, Word, Pivot Tables and PowerPoint skills required.
- Experience with QuickBooks preferred.
- Ability to meet deadlines and prioritise in a f ast-paced,dynamically changing environment.

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JOIN OUR TEAM

Doit Center®

INVENTORY MANAGER

We are looking for a dedicated and reliable inventory manager to join our growing company. Your chief goal in this position will be to monitor and report on our company's inventory levels. You will be responsible for developing inventory tracking systems, reviewing levels of supplies, ordering new materials, and performing a daily analysis.

MINIMUM REQUIREMENTS:

- Bachelor's degree in business administration, finance, or relevant field.
- A minimum of 5 years experience in a similar role.
- Solid knowledge of data analysis, inventory management software, and forecasting techniques.
- An analytical mind with strong attention to detail.
- Outstanding organizational and problem-solving skills.
- Excellent communication and leadership abilities.

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SALES ASSOCIATES

As the public face of the company the sales associate is responsible for dealing with any and all customer questions about the products and services the company offers. A sales associate is expected to be continuously updating their knowledge of the company products, services, and policies.

MINIMUM REQUIREMENTS:

- An Associate's degree or high school diploma.
- Retail sales experience.
- A professional appearance.
- Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment.
- The ability to read, write, and perform basic math.
- The ability to stand and walk for extended periods of time.

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