

Job Title	Curio Shop Assistant
Location	Thakadu River Camp, Madikwe Game Reserve
Objective	The Curio Shop Assistant is responsible for welcoming guests, assisting customers with purchases, and ensuring smooth day-to-day operations of the curio shop. The role requires excellent customer service, sales ability, and strong administrative skills to provide a pleasant shopping experience for visitors.
Key Areas	1. Customer Service • Welcome and assist guests entering the curio shop in a friendly and professional manner. • Provide information about products, local crafts, and souvenirs. • Ensure customers receive prompt and courteous service. 2. Sales & Cash Handling • Process sales transactions accurately using the point-of-sale (POS) system. • Handle cash, card payments, and receipts responsibly. • Promote and upsell products to maximise sales. 3. Shop Presentation • Ensure the curio shop is clean, organised, and attractively displayed at all times. • Assist with arranging and restocking merchandise. • Ensure product displays highlight local crafts and souvenirs effectively. 4. Stock Control • Monitor stock levels and report shortages to management. • Assist with stock taking and inventory control. • Ensure proper storage and handling of merchandise. 5. Administrative Support • Maintain accurate sales records and daily cash reconciliation. • Assist with guest inquiries and provide general information about the lodge or tourism facility. • Support the shop manager with basic administrative tasks.



Minimum Requirements	Competencies
• Matric / Grade 12 or equivalent qualification. • Previous experience in retail, reception, or customer service preferred. • Basic computer literacy and familiarity with POS systems. • Strong communication and interpersonal skills. • Basic numeracy and cash-handling ability. • Ability to work flexible hours including weekends and public holidays. • Interest in tourism, crafts, and local cultural products is advantageous.	• Excellent customer service and interpersonal skills • Sales and persuasion ability • Attention to detail and accuracy • Strong communication skills • Good organisation and time management • Ability to work independently and as part of a team
Please take note of the following before applying: • Do not send your CV / apply if you do not meet the minimum requirements • Only candidates that meet the above requirements will be contacted • Should you not be contacted by HR within 1 week after the closing date, please consider your application unsuccessful. • Preference will be given to individuals that meet the Company's EE targets as set out in our employment equity plan Please submit your updated CV at Sebolao Tribal Office on or before 17 July 2026	