



## **Boutique Sales Associate**

Kokomo Private Island is a luxury resort in Fiji, catering to an exclusive clientele from around the world. Our commitment to providing unparalleled experiences and exceptional service is reflected in everything we do, including our Resort Boutique that offers a curated selection of luxury goods.

We are seeking a dedicated and experienced individual for the position of **Boutique Sales Associate** to join our team at Kokomo Private Island in Kadavu and contribute to our guests' unique shopping experiences.

**Position Summary:** The Boutique Sales Associate will be responsible for driving sales within our Resort Boutique. This role demands a sound background in luxury goods sales and previous experience in a luxury sales environment. The ideal candidate will possess exceptional interpersonal skills, a keen eye for detail, and a strong commitment to delivering a world-class shopping experience to our discerning guests.

If the above sounds like you, read on to learn more about what will you be doing.

### **Duties & Responsibilities**

- Maximise revenue generation through Boutique sales, enhancing the guest service experience in accordance with Kokomo standards.
- Provide exceptional customer service, ensuring each guest receives personalized attention and assistance.
- Develop and maintain strong product knowledge.
- Maintain the highest standards of visual merchandising and store presentation.
- Ensure the boutique is well-stocked, organized, and clean at all times.
- Handle transactions accurately and efficiently.
- Monitor inventory levels and assist with inventory management tasks, including receiving and restocking merchandise.
- Ensure that all Boutique-related administration and reporting is completed timeously, ensuring accuracy and precision in accordance with the Boutique SOP.
- Maintain detailed records of sales, inventory, and customer interactions.
- Prepare reports on sales performance, inventory status, and other relevant metrics as required by management.
- Participate in Boutique Sales team meetings and contribute ideas for improving sales and customer satisfaction

### **Skills and Experience below are added advantage**

- Proven experience in luxury goods sales, preferably within a high-end boutique or similar retail environment.
- Strong sales skills with a track record of meeting and exceeding sales targets.
- Exceptional customer service skills, with the ability to engage and build rapport with discerning clientele.
- Excellent communication and interpersonal skills.
- A keen eye for detail and a passion for luxury goods and fashion.
- Ability to work flexible hours, including weekends and holidays, as required.
- Proficiency in using point-of-sale (POS) systems and other retail software.
- Knowledge of inventory management practices.
- A polished and professional appearance.
- Please note we will only be considering applicants who meet the minimum requirements outlined above.

If you are suitably qualified for the above position and ready to join our team, please apply. Send your detailed CV, a cover letter and a recent PP size photo Via email to [recruitment@kokomoislandfiji.com](mailto:recruitment@kokomoislandfiji.com)

Only shortlisted applicants will be contacted for an interview

Applications will close on **23rd June 2026**