



AgStar PLC is a leading supplier of Agri-inputs and a wide range of fertilizers, seed and planting materials, crop care products, and Agri Technologies to the local market with more than two decades of trust. Business growth and expansion have created career opportunity for the following position.

## Cashier – Sales Desk

### Key Responsibilities

- Process, record, and verify all daily customer payments in the accounting or POS system with accuracy.
- Prepare and record daily cash and cheque deposits; coordinate timely submission of deposits to the bank.
- Manage, reconcile, and replenish petty cash floats, ensuring all expenses are properly supported with documentation.
- Maintain organized and up-to-date transaction logs, supporting the preparation of daily and periodic cash flow reports.
- Identify, investigate, and report any payment discrepancies or irregularities promptly.
- Assist the finance or accounts team in handling high volumes of transactions, especially during peak business periods.
- Ensure compliance with company financial procedures, cash-handling policies, and internal controls.
- Provide excellent customer service while handling payments, refunds, and inquiries professionally.

### Key Requirements

- Candidates with prior experience in cashiering or retail operations will be preferred; however, freshers with enthusiasm and a willingness to learn are encouraged to apply.
- Relevant professional qualifications will be an advantage.
- Passed A/L and credit pass for Mathematics and English at O/LS.
- Maintaining the accuracy and efficiency of the receipts process
- Proficiency in basic MS Excel.
- A resilient individual with the ability to work under pressure with extended hours (OT Entitled)
- Good at organizing time and tasks, with strong communication skills.
- Preference will be given to male candidates.
- Candidates residing in Ja- Ela area are encouraged to apply.

**Are you ready to accept our challenge?**

An attractive remuneration package, along with fringe benefits and career development prospects, awaits the chosen candidate.

Interested candidates, please send your CV with two non-related referees to [mellisaf@agstaragri.com](mailto:mellisaf@agstaragri.com) within 14 days of this advertisement.