

Title:	Cashier		
Version:	March 12 th , 2025	Deadline:	March 28 th , 2025
Status:	Fixed term– Full Time	Approved on:	March 12 th , 2025
Coordination:	Human Resources Director		

1. JOB OBJECTIVES

Join the team of the leader of the Telecommunications industry in Cameroon and give new impetus to your career!

You are organized, meticulous, and able to work in an autonomous way to achieve your goals, then this position is made for you!

We are looking for Cashiers to work in a stimulating environment.

As a Cashier, you are responsible for managing financial transactions related to the sale of the company's products and services. You will ensure payment collection, cash management, and quality customer service while ensuring transaction accuracy.

2. PRIMARY FUNCTIONS

- Implement corrective actions to address risks and opportunities related to your position's activities within a timely manner;
- Process daily cash receipts without errors or deficits;
- Process electronic payments;
- Close cash registers at the end of the day;
- Ensure strict compliance with quality indicators;
- Clear all accounts for which transfers have been confirmed without errors;
- Other related tasks as required.

3. ACADEMIC TRAINING

- Minimum NVQ (National Vocational Qualification) diploma in Accounting or any other related field.

4. EXPERIENCE, COMPETENCIES AND APTITUDES

- 2 to 5 years of experience in a similar position considered an asset;
- Bilingualism (French, English) considered an asset;
- Good knowledge of cash management tools and electronic payment systems;
- Rigor, honesty, and a sense of responsibility;
- Good presentation and excellent interpersonal skills;

- Ability to work under pressure and manage a large client flow;
- Proficiency in office software (Excel, Word, PowerPoint).

5. ACCOUNTABILITY

The employee will be responsible for:

- Performing tasks in a professional manner at all times;
- Providing updates to his immediate superior on a regular basis regarding the activities under his responsibility;
- Submit activity reports on time;
- Notifying the immediate superior of any problem that may affect the profitability and finances of the company.

6. WHAT WE OFFER

- Paid training for hired staff;
- Health insurance coverage included after permanent recruitment;
- Career development plan;
- Training and certification opportunities continue;
- Inclusive and accessible workplace;
- Collective benefits.

7. HOW TO APPLY?

- Deadline for submission of application files: March 28th, 2025 at 3:30 PM.
- Composition of the file:
 - ☑ A stamped job application;
 - ☑ A cover letter;
 - ☑ A curriculum Vitae;
 - ☑ A copy of relevant diplomas;
 - ☑ A copy of the relevant certificates and certifications;
 - ☑ Photo ID.
- Application files can be received at CLUB CAMEL in Yaoundé and must contain in the subject line the details of the Title of the position concerned.



12 MARS 2025

*Mme Judith Fan
Sunday ése Achidi*