



Hawaii Division - Operations Support Coordinator

DFS Hawaii is currently hiring for a Part-Time Operations Support Coordinator for our T-Galleria in beautiful Waikiki Hawaii location!

Part of LVMH Group (Moët Hennessy Louis Vuitton), DFS (www.dfs.com) is the world's leading luxury retailer catering to the traveling public, with stores spanning the globe from Honolulu, Los Angeles, New York to Asia, India and Italy. We offer our customers a carefully curated selection of exceptional products from over 700 of the world's leading brands across four categories: Fashion and Accessories, Beauty and Fragrances, Watches and Jewelry, Food and Gifts, and Wine and Spirits.

BENEFITS:

- Competitive Pay
- Generous Store Discount
- Knowledge & Skills Trainings
- Medical, dental & additional coverage
- 401K with Company Matching
- Career Development Opportunities
- And much more!

Primary Job Responsibilities and Duties:

Cashroom Functions:

- Distribution and collection of cash floats
- Maintaining accurate logs of cash floats
- Maintaining and verifying counts of floats and funds
- Maintaining petty cash fund and keeping accurate records of transactions.
- Distribute parking permits, bus passes and DFS employee-related forms to employees
- Issue lockers to employees
- Sell movie tickets to employees and maintain records of transactions
- Distribute uniforms and dry cleaning

Qualifications:

- Previous cash handling, purchasing, invoicing, accounts payable experience preferred.
- High School Diploma or equivalent is required.
- Basic Math skills required.
- PC experience with Microsoft office software such as Excel and Word required
- General office equipment experience required such as Xerox, fax, 10 key by touch
- Able to lift up to 50 lbs.
- Available to work nights and weekends
- Work hours: 7:00am to 12:00am

Please email your resume to jobs@dfs.com. To view the current list of career opportunities for all DFS Hawaii locations and for immediate consideration, you may apply directly at www.apply.atdfs.com