Sales Associate
JOB DESCRIPTION

JOB TITLE: **Sales Associate**
DEPARTMENT: Retail
REPORTS TO: Shift Supervisor, Supervisor,
Assistant Store Manager and Store Manager

SUMMARY: Provides customer service, product knowledge and sales support for all customers that are consistent with the company's standard and expectations. Strives to achieve the store and company's goals/ objectives in service, branding, sales, productivity and inventory management. Is the principal liaison between the customer and the store/ company.

DUTIES AND RESPONSIBILITIES:

- Meet and exceed the company's service standards and sales goals on a consistent basis.
- Acquire the product knowledge information provided by the company to enhance the customer's shopping experience.
- Spend time on the selling floor working with customers to assist them with their product selections by providing through product knowledge information.
- Create additional sales opportunities by promoting and suggesting other appropriate items.
- Consistently follow and abide by the company's established register and cash handling policies and procedures.
- Participate with inventory management functions to include: the receiving procedures, transfer, pricing procedures, product counts and physical inventories as required.
- Actively participate and support the company's safety and security standards at all times.
- Assist in meeting the company's brand image and housekeeping standards.
- Attend and participate in store meetings, company training sessions as required furthering the development of skills to meet the company's objectives.
- Other duties as assigned.

EDUCATION/EXPERIENCE:

- High school diploma or equivalent
- Retail or hospitality sales experience preferred
- Combination of education and experience in the service industry

SKILLS:

- High level verbal communication abilities
- Ability to read and understand various documents, forms and, reports
- Effective customer and people interaction abilities
- Able to add, subtract, multiply, divide, calculate discount percentages
- Able to use a 10 key calculator
- Able to accurately count money

PHYSICAL DEMANDS:

- Able to sit or stand and walk throughout the scheduled work shift
- Able to lift and/or move up to 25 lbs.