**SALES ASSOCIATE JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Sandy’s Baby Boutique

**Address**: 7654 Crystal Lane, Alpine Village, WA 45678

**Phone**: 555-495-2950

**E-Mail**: sandy@sandysbabyboutique.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Sales Associate

**Reports to**: Sandy Williams, Store Owner

**Job Location**: 7654 Crystal Lane, Alpine Village, WA 45678

**Start Date**: July 5, 2021

**Job Type**: [ ]  Full-time [x]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 25 Hours per week

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| **JOB DESCRIPTION** |

The Sales Associate will process customer purchase transactions and provide customer service on the floor. They will also always maintain the tidy presentation of the store.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Achieve sales goals;
 | * Answer customer questions;
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| * Process refunds and returns;
 | * Cross-sell products;
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| * Greet customers;
 | * Maintain knowledge of products;
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| * Resolve complaints;
 | * Provide excellent customer service.
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * High school diploma preferred;
 | * Basic math skills;
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| * Good communication skills;
 | * Friendly;
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| * Positive attitude;
 | * Understanding of sales practices.
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