

SALES ASSOCIATE JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Sandy's Baby Boutique

Address: 7654 Crystal Lane, Alpine Village, WA 45678

Phone: 555-495-2950

E-Mail: sandy@sandysbabyboutique.com

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 Part-time Independent Contractor Intern

of Hours: 25 Hours per week

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

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

