



Retail Salesperson

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Retail	Assistant Store Manager	Non Exempt	JW	JW	2016-10-11

Job Summary

- Totals bill for merchandise, accepts payment, makes change for customers, and maintains store displays.
- Provides exceptional customer service to customers.
- Uses trained selling technique to build sales.

General Accountabilities

- Assists in establishing strategic marketing plans to achieve corporate objectives for products and services.
- Stocks shelves, counters, or tables with merchandise.
- Sets up advertising displays or arranges merchandise on counters or tables to promote sales.
- Stamps, marks, or tags price on merchandise.
- Obtains merchandise requested by customer or receives merchandise selected by customer.
- Orders merchandise for customer when it's not in stock.
- Answers customer's questions concerning location, price, and use of merchandise.
- Totals price and tax on merchandise purchased by customer to determine bill.
- Accepts payment and makes change.
- Wraps or bags merchandise for customers.
- Cleans shelves, counters, or tables.
- Removes and records amount of cash in register at end of shift.
- Calculates sales discount to determine price.
- Keeps record of sales, prepares inventory of stock, and orders merchandise.
- *The company reserves the right to add or change duties at any time.

Skills

- Education: High school diploma or equivalent
- Experience: Some previous work-related experience

Skills

- Excellent verbal and written communication
- Service orientation
- Problem solving
- Mathematics