



Retail Sales Associate Position

The Handbag Store's Retail Sales Associates are vital to the success of the store. They are responsible for providing an exceptional customer shopping experience and driving our sales results. This position requires working as part of a team and as an individual in order to meet store objectives.

The Retail Sales Associate position is a seasonal position.

Essential Functions:

- Greeting customers, asking questions, listening to customer needs, then providing the customer with the best options to meet their needs
- Creating a great impression on the customer of you, The Handbag Store, and the product they are purchasing
- Maintaining inventory displays, restocking displays, merchandising new displays and tagging inventory as needed
- Handling all customer questions and concerns in a courteous and professional manner
- Working with customers in a sincere and enthusiastic manner, ensuring that they feel valued and important.
- Perform computer functions as related to our POS processes
- Develop and maintain your knowledge of our products by reading product information, product tags, and any additional product information provided by management. This will allow for better communication to the customer about our products.
- Be knowledgeable of any promotional events and sales
- Maintain cleanliness of the retail floor space, products, displays, break room and restroom
- Adhere to any inventory control and compliance procedures
- Perform other duties as assigned
- We expect dependable attendance and punctuality to your work schedule

- Maintain confidentiality of product lines, pricing, sales and any other company related information

Qualifications

- **Education/Experience:** Previous customer service and/or sales experience required
- **Communication Skills:** Strong communication skills. Ability to read, write and understand instructional documents and manuals. Ability to communicate with customers, co-workers, and managers. Ability to communicate in person and over the phone in a professional manner.
- **Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and discounts.
- **Multi-task:** Ability to multi-task, while assisting customers, coworkers and completing the tasks at hand.
- **Teamwork:** Ability to work as part of a team and as an individual with little direct supervision.
- **Initiative:** Ability to take initiative to complete necessary tasks with little intervention from management.
- **Physical Demands:** This position involves constant moving, talking, hearing, reaching, grabbing and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves lifting at least 30 lbs.
- **Attitude:** Willingness to learn new tasks, work well in a constantly changing environment. Energetic and friendly attitude with a strong desire to help customers and deliver excellent customer service.
- **Work Hours:** Available to work a variety of hours, which include evenings, weekends, and holidays.

This job description is not all inclusive. The Handbag Store reserves the right to amend this job description at any time. The Handbag Store is an Equal Opportunity Employer.

Updated Date: 4/8/2021

The Handbag Store, 253 Main St, PO Box 568, Hill City SD 57745