

Belk Retail Sales Associate Job Description

Duties and Responsibilities:

- Carry out tasks for the success of the business' operation as assigned on each shift
- Anticipate service needs of customers by listening to them and observing non-verbal cues
- Make suggestion of products to purchase to customers based on their preference information, as well as suggest appropriate add on products to purchased merchandise
- Ensure a clean, neat, organized, and safe store environment is maintained to minimize risk and prevent losses
- Perform cashier transaction processing quickly and accurately; coordinate BELK customer loyalty programs; and explain to customers the benefits of having a BELK Rewards card to realize the company's acquisition goal and enhance present card holders usage
- Greet customers and engage with them at all times
- Ensure products are sized, folded, in-stock, and orderly placed on the sales floor as well as back stocks/up stocks
- Make all product types, including sizes, colors, and styles available on the sales floor at all times for customers to make their choices
- Keep fitting rooms organized, clean, and neat always
- Following defined Belk procedures and policies in processing assigned tasks quickly and accurately with a sense of pride and urgency and with a focus on delivering outstanding service to customers
- Make sure store is recovered consistently and always in a state of customer readiness
- Carry out replenishment of sold stock with attention to detail and ensure all colors, styles, and sizes are available.

Belk Retail Sales Associate Requirements – Skills, Knowledge, and Abilities

- Strong ability to communicate with sales team members and customers clearly and effectively
- Highly comfortable working in a team environment that promotes team work, collaboration, and effectiveness
- Strong ability to maneuver through the stockroom and sales floor and to lift up to 30 pounds of items safely
- Strong ability to provide outstanding service to customers both on and off the sales floor
- Possess flexibility and availability to work any and various shifts, including weekends, holidays, and nights, and to perform opening and closing of store as may be required by the company
- Strong ability to understand and apply digital technology for performing “endless aisles” ordering
- Possess excellent skills in time management and a positive attitude to achieve both personal and team success
- Possess working experience in retail selling and merchandizing for two years or more
- Possess high school diploma or its equivalent qualification such as GED.