

Bloomingdales Sales Associate Job Description

Duties and Responsibilities:

- Greet all customers promptly and deliver a friendly and attentive service to all customers
- Engage all customers as they enter into the department
- Profile customers to understand their needs; then go above and beyond to exceed their expectations and deliver an outstanding customer experience
- Responsible for organizing merchandise by style, size, and color on the selling floor and stockroom
- Provide support to customers in navigating their way throughout the store and locate merchandise
- Possess product knowledge to provide support and styling advice to customers when needed
- Responsible for setting up fitting rooms for customers and help to build sales through up-selling – suggesting other merchandise and ensuring follow up with additional sizes when needed
- Actively promote the Bloomingdale's Loyalist Program and ensure the customer is informed on benefits and promotions by speaking to them about the features and benefits
- Establish and build customer relationships as an avenue to meet sales goals
- Responsible for providing easy and seamless customer experience, and completing transactions on the register
- Accept and process store and online returns in a gracious manner
- Responsible for the cleanliness of department and ensure that merchandise is cleared from fitting rooms, and put back into the correct area
- Utilize technology to locate merchandise and fulfill online orders.

Bloomingdales Sales Associate Requirements – Skills, Knowledge, and Abilities

- Education: A minimum of High School diploma or equivalent is required to work as a Bloomingdales sales associate
- Experience: Prior retail selling experience is preferred
- Communication skills: Sales associates require strong verbal communication skills both in person and over the phone for success on the job
- Mathematical skills: They require basic math skills to perform functions such as addition, subtraction, multiplication and division. It is also essential that they have the ability to use a calculator
- Entrepreneurial: They should be self-motivated and take ownership of the business, acting proactively with the ability to work in a rapidly changing environment
- Organizational skills: Sales associates at Bloomingdales require strong organizational skills to prioritize and manage multiple projects while meeting deadlines
- Flexibility: They should be willing to work a flexible schedule as well as demonstrate flexibility in responding to changing priorities
- Physical demands: They should possess physical dexterity to perform the tasks of a sales associate since the position involves regular walking, standing, sitting for extended periods of time, hearing, and talking. It may occasionally involve stooping, kneeling, crouching and climbing of ladders; manual dexterity for using keyboard, mouse, and other office equipment; and may involve moving or lifting items at least 30 pounds
- Team work abilities: They must possess the ability to collaborate and participate as a member of a team
- They must possess strong sense of urgency
- Strong customer service orientation: Sales associates require this ability to provide customer support duties to all customers
- Interpersonal skills: This skill is essential for them to develop and build relationships necessary for establishing a loyal customer base
- Selling Skills: They must be comfortable with up-selling – suggesting merchandise to clients as well as providing product information and styling advice to customers with the aim of closing a sale.

By jobdescriptionandresumeexamples.com. Learn more about the [Bloomingdales sales associate career](#).