

Sales Assistant Job Description

Duties and Responsibilities:

- Monitor stock levels to facilitate restocking and replenishment of emptying shelves
- Provide customers with information on product pricing, features, and availability
- Oversee the arrangement of window displays, shelves, and counters on a store floor
- Maintain an up-to-date customer database by entering customer profile details
- Develop presentation format and compile data for the preparation of sales presentations
- Consolidate, analyze, and summarize expenses to maintain accurate record of sales expenditure
- Receive and direct the storage of new shipments and large amounts of stock
- Maintain an up-to-date knowledge of product features and sales promotion
- Ensure compliance with established store policies and guidelines
- Establish appropriate security measures to reduce the risk of theft or shoplifting
- Collect cash and handle credit card transactions to process payments for purchase
- Provide solutions to address and resolve client issues or challenges
- Conduct research on regular and special prices to address and resolve issues with promotional allowance and pricing discrepancies
- Ensure work area including shelves and aisles are neat and tidy
- Participate in educational programs and seminars to update job knowledge and expand personal network.

Sales Assistant Requirements – Skills, Knowledge, and Abilities

- Education and Training: The sales assistant job position does not have a minimum educational qualification; with at least a high school diploma you can get the job. Experience in sales is also necessary for the position although employers usually train assistants on appropriate customer service and administrative procedures
- Organizational Skills: Sales assistants are able to arrange and organize window displays, shelves, and general store layout
- Communication Skills: They are proficient in interacting with customers to provide useful product information and effectively conduct sales
- Math Skills: They are able to process cash and credit card payments effectively to ensure balanced accounts.