

Sales Floor Associate Job Description

Duties and Responsibilities:

- Carry out daily tour of area of responsibility at the store and ensure visual appearance of department
- Make eye contact and greet all customers within 10 feet with a smile; take customers to merchandise; and render assistance in solving customer complaint, needs or issues
- Ensure the maintenance of promotional Ads and programs, and that they are signed and replaced for the whole Ad or event
- Perform weekly check of discounted clearance merchandise and make sure merchandise are ticketed appropriately and accurately
- Adhere to and support all signing, display, and pricing guidelines established by the team responsible for pricing
- Adhere to and support all unit integrity and layouts set by the team in charge of Data Integrity
- Ensure hourly and daily sales goals set for the department are met and exceeded
- Apply visual merchandising presentation to boost sales and enhance gross margin dollars
- Ensure maintenance of pricing accuracy and unit integrity to prevent wastage
- Ensure up to date knowledge of trends, products, and seasons and their effects on merchandising and assortment
- Responsible for processing inbound freight.

Sales Floor Associate Requirements – Skills, Knowledge, and Abilities

- Strong knowledge and skills in suggestive selling techniques
- Strong knowledge of store, location of merchandise, and services offered by company
- Strong verbal, arithmetic, reading, and writing skills
- Ability to move and lift merchandise of between 20-100lbs

- Strong ability to follow instructions in both verbal and written forms
- Ability to stretch, reach, lift, and bend repeatedly
- Ability to learn fast and be cross trained
- Possess friendly and positive demeanor.