

Sales Clerk Job Description

- Processes sales transactions by receiving payment for and issuing receipts for merchandise sold
- Prepares sales shelf tags by recording the price and description of items
- Coordinates layaway sales by locating and processing merchandise orders; issuing payments to customers, as requested; submitting requests to store manager for approval
- Obtains credit information on customers, using computer, to determine eligibility for charge accounts or credit accounts, using standards set by store policy; forwards information to credit department representative as requested
- Utilizes computer for inventory control, including pricing; stays current on new merchandise, product trends and promotional programs
- Maintains records of inventory of merchandise by entering data into computerized system; maintains price list
- Organizes sales department to insure effective operation of the department
- Makes minimum amount of investment necessary to meet individual sales quotas required by store standards; determines daily sales levels and reports daily to supervisor/manager as requested
- Maintains confidentiality of customer information
- Ensures timely completion of sales transactions by customers; attempts to resolve problems encountered with customers and assists in resolution as appropriate
- Maintains a clean, neat appearance and well groomed while on duty; cleans work area when necessary
- Completes required training offered by the employer, if any, according to employee's duties; indicates completion of training for supervisor/manager as requested by supervisor/manager.