

Seasonal Sales Associate Job Description

Duties and Responsibilities:

- Ensure a welcoming and friendly atmosphere all the time for customers in the store by greeting, assisting, and promptly responding to customers' enquiries, complaints, or needs
- Make useful and rewarding suggestions to customers based on deep knowledge of all products at the store
- Make sure customers get quality merchandise and good service
- Recognize opportunities through community events such as parties and weddings to increase the store's traffic; provide the store manager information about efforts made
- Get full understanding of store promotional programs and effectively communicate them to customers
- Get updated information on all promotions, campaigns, and sales by regularly communicating with assistant store manager and store manager
- Maintain flexible schedule that ensures store needs are accommodated
- Ensure associate appearance and store meet company standards always
- Provide assistance in keeping the store clean and organized always
- Perform stocking and organization of merchandise as required
- Order merchandise following instructions from the store manager and/or his/her assistant
- Assist in carrying out plan activities for sales promotion, merchandise calendar, and campaigns as required
- Ensure deep knowledge of all pricing and signage
- Provide assistance in replenishing sales floor as quickly as possible and regularly receiving vendor deliveries
- Implement all policies and procedures of company, including security, safety, and health

- May be required to perform other duties which the supervisor may direct.

Seasonal Sales Associate Requirements – Skills, Knowledge, and Abilities

- Possess high school diploma or its equivalent educational qualification
- Strong understanding of selling, loss prevention, visual merchandising, and other basic retail concepts
- Self-motivated with the ability to achieve sales goals, and continually work towards increasing sales
- Strong interpersonal skills and the ability to clearly, audibly, and correctly communicate verbally
- Strong ability to read/listen and correctly transcribe and confirm message specifications from customers onto engraved merchandise
- Strong ability to relate effectively with various customer segments and make a good first impression on customers
- Strong ability to work effectively as part of a team; bring a high level of energy to work; and manage time and multiple tasks efficiently and effectively
- Strong ability to identify what exactly customers need and recommend the best gift items
- Ability to accept criticism and suggestions with a positive mindset and act on them to effect the required change
- Possess self-confidence, positive attitude, and pride
- Goal-oriented individual with the ability to work without supervision
- Ability to work flexible schedule to meet store needs any time
- Possess a strong sense of personal responsibility and work ethic
- Ability to learn fast and seek personal development
- Working experience in a retail sales environment
- Ability to stand, walk, and perform various physical activities on the sales floor and entire store for long period of time
- Ability to work on weekends, holidays, nights, and different hours and days based on the needs of the store.