

Talbots Sales Associate Job Description

Duties and Responsibilities:

- Provide support to areas of operational excellence as required
- Carry out planning and prioritization of duties to satisfy the needs of customers and business
- Ensure company assets are protected and that a safe work environment is maintained
- Adhere to all procedures and policies of company as well as employment laws (local, state, and federal)
- Carry out intentional conversation with confidence and curiosity to understand the needs and wants of customers
- Build strong lasting relationships with customers to meet sales goals and productivity targets, and apply company resources to enhance the brand experience
- Introduce Talbots' services and products effortlessly to customers in an appropriate and timely manner with the aim of achieving key metrics in sales and service
- Represent the Talbots brand image in a professional manner
- Strategically recognize opportunities for increasing sales and reaching financial goals by keeping abreast of fashion trends, business and competitive landscape, and the key drivers of the industry.

Talbots Sales Associate Requirements – Skills, Knowledge, and Abilities

- Possess high school diploma or GED as an alternative
- Possess customer-centric attitude with strong understanding of the importance of outstanding customer service to growing store sales
- Strong drive in creating, building, and cultivating enduring relationships with customers

- Strong ability to work and be effective in a team setting; positive mental attitude and passion to achieve both personal and team goals
- Strong passion for selling and organization, and the ability to convert most store traffic into sales
- High degree of integrity in addition to strong verbal communication skills
- Strong ability to work and be effective in a dynamic, fast-paced environment, and to perform multiple tasks simultaneously
- Strong ability to carry out duties in a friendly, assertive, and professional manner, and to make decisions independently
- Strong working experience in sales with the ability to achieve and surpass performance standards
- Strong ability to put in at least 20 hours of work a week and operate flexible schedule, including nights, holidays, and weekends
- Strong ability to perform various movements, including walking, standing, kneeling, climbing ladders, stooping, using stairs, bending, carrying, stretching, lifting objects up to 40 pounds, pulling, twisting, or reaching out with the arms, legs, or body
- Possess intermediate computer and keyboarding skills to effectively operate computer and/or handheld systems
- Strong ability to work effectively in a diverse environment with other people.