

JOB DESCRIPTION

JOB TITLE: Sales Associate		FLSA STATUS: Non-Exempt
SUPERVISOR: As Directed	\$12.00 / hour	SUPERVISOR RESPONSIBILITIES: No

The Sales Associate is responsible for customer service, transaction management, inventory control, promoting products and special offers, collaborating with other staff, providing tourism and community information, and store maintenance.

ESSENTIAL DUTIES:

1. Working scheduled hours, including flexible hours as needed, and, when necessary, coordinating coverage.
2. Maximizing work time by staying focused on required duties.
3. Greeting and assisting customers in a professional manner.
4. Learning and operating the point-of-sale system.
5. Processing cash and credit card transactions accurately.
6. Processing instore and webstore orders; preparing orders for delivery.
7. Balancing daily sales and reporting discrepancies.
8. Stocking inventory and reporting inventory status.
9. Pricing products.
10. Inventory control, including counting and reporting discrepancies.
11. Answering phone and responding to inquiries.
12. Maintaining and providing community and county tourism information.
13. Assisting with promotional displays
14. Maintaining a clean and organized environment.
15. Reporting and documenting issues via email, including customer complaints.
16. Collaborating and coordinating with staff.
17. Identifies and reports risks.
18. Maintains confidentiality.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, resourceful, self-starter, quick learner; organized; detail oriented; capable of independent work; demonstrates common sense and interpersonal skills.

Education and/or Experience: A high school diploma or equivalent or an equivalent combination of education and experience. Sales/retail work experience preferred.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including navigating the Windows Operating System, using Microsoft Word, Excel, and Outlook, and keyboarding. The ability to learn and use the Point-of-Sales system is required.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, type, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 25 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Access to reliable transportation to perform essential duties.
- Acceptable criminal records check.

This job description describes the responsibility and essential duties of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND THE PUNXSUTAWNEY AREA CHAMBER OF COMMERCE, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER THE CHAMBER OR ME.

Employee Signature

Date

Immediate Supervisor Signature

Date