

# **RETAIL SALES POSITION**

## **Job Purpose:**

- \* Serve In-Store Customers by helping them select Products
- \* Fulfill other Duties as they Arise

## **Duties:**

- \* Welcome customers by greeting them; offer customers assistance.
- \* Direct customers by escorting them to racks and counters; suggest items.
- \* Advise customers by providing information and suggestions on products.
- \* Help customer make selections by building customer confidence.
- \* Document sale by creating or updating customer profile records.
- \* Process payments and paperwork: including purchases and contracts.
- \* Keep clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- \* Ship, Receive and Transfer Product
- \* Be able to open and/or close the store
- \* Balance Cash Drawer and Complete Daily Paperwork
- \* Organize, Display and Tag Merchandise
- \* Maintain Sales Presentation and Inventory Zones Operational
- \* Order Products
- \* Assist the Outside Sales Staff when needed

## **Skills/Qualifications:**

Musical Experience, Outstanding Customer Service, Selling to Customer Needs, Listening, People Skills, Verbal Communication, Professional Demeanor, Ability to Meet Sales Goals, Dependability, Self Starter, High Energy Level, General Math Skills, General Knowledge of Computers and programs (including Outlook, Excel, Word and Google), Be able to Lift Instruments, and Boxes up to 35 pounds, Spanish Speaking a Plus