



## Job Description

**Position Title:** Sales Associate

**Effective:** 2/05/22

**Reports to:** Store Manager; Manager's delegate

**Supervises:** N/A

**Status:** Nonexempt, hourly; 15-20 hours/week

**Essential Functions:** The primary function of this role is to assist the store manager in selling, stocking, and preparing the store for business. The sales associate performs duties ranging from selling, cleaning, re-stocking, and other duties related to the day-to-day functioning of the store.

---

### Essential Duties:

The essential duties are as follows:

- Work with customers to build trust and ensure communication about The Montreat Store and its products. Associate will work to maximize opportunities in selling products and services of the Store and Montreat Conference Center.
- Assist customers with locating items, ringing up sales in the POS system and/or bagging merchandise.
- Operate the cash register, credit card machine, and other tools need to assist customers with purchasing items in The Montreat Store.
- Assist in floor moves, merchandising, display maintenance, and housekeeping.
- Assist in processing and replenishing merchandise and monitoring floor stock.
- Assist with store marketing as needed.
- Communicate customer requests and needs to management.
- Assist in checking in and pricing items. Will assist in price changes as needed.
- Participate in inventory and cycle counts
- Assist with organizing the stock room.
- Other duties as assigned.

### Requirements:

- *Education:* High School graduate or equivalency.
- *Experience:* At least 1 year of service in retail, customer service, or a related

environment.

- *Physical Requirements:* Must be able to stand for long periods of time; must be able to lift 20 lbs.

**Competencies:**

1. Ability to work well independently and meet deadlines.
2. Ability to communicate effectively.
3. Ability to plan and prepare for assigned tasks.
4. Ability to follow directions and work cooperatively with others. Teamwork is essential.
5. Exhibits fine attention to detail
6. Ability to use critical thinking and resources to solve problems.

Employee Signature: \_\_\_\_\_ Date:

Supervisor Signature: \_\_\_\_\_ Date: