

## Store Associate Job Description Template

### Job Overview

Example Co. is one of the area's leading companies in our field. We're proud of our 3.6 rating on Glassdoor from our employees. We are hiring a talented Store Associate professional to join our team. If you're excited to be part of a winning team, Example Co. is a great place to grow your career. You'll be glad you applied to Example Co.

### Responsibilities for Store Associate

- Welcome and answer questions from customers regarding goods or services sold
- Maintain a clean and organized storefront that aligns with the company's image
- Monitor store displays and keep all areas well-stocked
- Make managers aware of items that have sold out, or need ordering
- Handle the monetary transaction of customers making purchases
- Assist in the stocking and organizing of the stockroom
- Assist customers in the fitting rooms by bringing additional clothing options or multiple sizes
- Properly process returns and coupons aligning with the company's stated policy and procedures

### Qualifications for Store Associate

- Attention to detail is essential for building and stocking displays to company standards
- Prior customer service experience preferred
- Ability to spend an extended period working in a standing position
- Basic math skills are needed to close out transactions and provide change to customers accurately
- The ability to multitask and balance the needs of several customers at once is mandatory
- A detailed understanding of products or services sold and the ability to correctly answer customer questions are needed
- Ability to work in a group and contribute to a smoothly flowing experience for all customers
- Friendly and approachable demeanor
- Punctuality and accountability when arriving to work and closing out cash registers nightly