

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