



5369 Allentown Pike  
Temple, PA 19560  
610-929-5794

**Position Title:** Sales Associate

**Reports To:** Store Manager

**Primary Duty:** Work closely with customers to determine their needs, answer their questions about our products and recommend the right solution. You should stay up-to-date with product features and maintain our store's visual appearance in high standards.

**Essential Functions:**

- Assisting to the needs of and building a strong relationship with customers.
- Assess customer needs and provide assistance and information on product features.
- Welcome customer to the store and answer their queries.
- "Go the extra mile" to drive sales.
- Remain knowledgeable on products offered.
- Maintain in-stock and in presentable condition, assigned areas.
- Process POS (point of sale) purchases.
- Handle returns of merchandise.
- Comply with inventory control procedures.
- Communicate with store manager .
- Processing merchandise returns.
- Work with Marketing to ensure consistent lead generation.

**Qualifications**

- High School Diploma
- Proven work experience as a retail sales associate.
- Familiarity with inventory procedures.
- Intermediate Computer Skills.
- Ability to speak/understand English.

**Skills:**

- Customer Focus, Selling to Customers Needs, Motivations for Sales, Pricing, Building Relationships, Market Knowledge, Results Driven, Client Relationships, Verbal Communication, Common Sense, Enthusiasm!

**Physical/Time Requirements**

- Lift up to 50 lbs.
- 75% Standing/Walking, 25% Sitting
- Work up to 40 hours per week.
- Work evening/weekend/holiday hours as needed.