

Prime Time Salesclerk II

Reports to: Store Manager, Assistant Manager, Department Head and Supervisor on duty.

Classification: Non-Exempt / Set Hourly Schedule / 2014

JOB SUMMARY:

To provide the best customer service and maximize sales through efficient execution of Company procedures.

ESSENTIAL FUNCTIONS:

1. Helping customer locate merchandise in multiple departments and informing customer of product knowledge that may be helpful to maximize sales.
2. Verifying proper product rotation and basic stocking of merchandise in multiple departments.
3. Operating handheld telxon.
4. Removing damaged merchandise from floor as needed.
5. Follow company guidelines for department merchandising and setting store ads.
6. Assist customers with special order request and sales.
7. Demonstrates strong merchandising presentation skills for in-aisles, end caps and displays.
8. Ensuring a safe and clean work environment, while following loss prevention and safety procedures.
9. Attending store and job-related meetings.
10. Communicating with Customers, Management and all store employees.
11. Following all applicable Company, local, state and federal guidelines.
12. Ensuring that your work area is clean and has sufficient supplies to complete assigned duties.
13. Operate cash registers in required departments.
14. Must be able to work evenings, week- ends and holidays.
15. Weight lifting capability up to and including 50 lbs.

ADDITIONAL RESPONSIBILITIES:

Completes special projects directed by management and additional responsibilities may be assigned throughout the store at any given time.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:

1. Previous sales experience is required.