|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

|  |
| --- |
|  |

 |  |  |
| **Mock Property Services, Inc.** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Job Title:  | Retail Associate |   |   |   |   | Type of Position: | Hourly |
| Department: | Retail Store |   |   |   |   |   |   |   |
| Reports to: |  |   |   |   |   |   |   |   |
|   |  DUTIES AND RESPONSIBILTIES |   |   |   |   |   |   |
| 1.) Be customer service oriented, meet and greet with a smile |  |  |  |  |
| 2.) Identify needs/wants of each customer |  |  |  |  |  |  |
| 3.) Make recommendations based on their "pain" or grand idea |  |  |  |  |
| 4.) Describe product features and benefits |  |  |  |  |  |  |
| 5.) Arrange, display, suggest and demonstrate the use and operation of a product when necessary |  |
| 6.) Provide financing option of Synchrony Financial |  |  |  |  |  |
| 7.) Receive and process cash, check and credit card payments |  |  |  |  |
| 8.) Provide change and receipts |  |  |  |  |  |  |  |
| 9.) Count and balance cash drawer and prepare deposit |  |  |  |  |  |
| 10.) Organize and process merchandise returns/exchanges according to our return policy |  |
| 11.) Stay current with sales and promotions |  |  |  |  |  |  |
| 12.) Keep store neat, clean and organized |  |  |  |  |  |  |
| 13.) Assist with classes/seminars held for customers |  |  |  |  |  |
| 14.) Be willing and prepared to work in variable weather  |  |  |  |  |  |
| 15.) Be comfortable with handling plants and fish |  |  |  |  |  |
| 16.) Knowledge of customer service principals/process |  |  |  |  |  |
| 17.) Some experience in retail, customer service or sales environment preferred, but not required |  |
| 18.) Honesty, integrity, punctuality and good work ethic are a must |  |  |  |  |
| 19.) Valid driver's license, insurable, negative drug test |  |  |  |  |  |