

**Mock Property Services,
Inc.**



Job Title:	Retail Associate	Type of Position:	Hourly
Department:	Retail Store		
Reports to:			
DUTIES AND RESPONSIBILITIES			

- 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