

September 6, 2017



Sales Associate

Function: Retail Locations

Location: Store 67, Byrn Mawr, PA

Type: Part-time

Permanent / Contract: Regular

Job number: 1020800

Description

Position Summary:

Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

General Purpose:

Customer Service, Basic selling skills, Front-end operations, Merchandising and retail operating standards.

Role Qualifications:

- Must exhibit exceptional customer service at all times
- Utilize operational interactivity to comfortably connect with our customers, understand their needs and present solutions
- Embraces Staples values; Own it, Say it like it is, Be Caring, Keep it Simple, and Work Together every shift

Position Responsibilities:

- Delivers exceptional customer service
- Responds resourcefully to customer requests and concerns
- Processes accurate and efficient sale and return transactions
- Understands and utilizes basic selling skills to properly engage and present solutions to our customers
- Creates an inviting environment for customers by maintaining a neat and clean store
- Perform front end responsibilities such as cashier, returns, and reserve online pick up in store with no impact to the customer experience
- Adheres to all company policies procedures & safety standards
- Able to multitask on assorted merchandising and sales responsibilities
- Performs other related duties as assigned

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Qualifications

Basic Skills required:

- Able to engage and speak to customers
- Able to work a flexible schedule

Preferred skills and experience:

- Customer service experience in a retail environment
- Cashier experience

Reporting to this person: No direct reports

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