

## **Front Counter Associate**

**Reports to:**  
Checkout Supervisor

**Job ID:** 122101

**Entity:**  
PaulB LLC

**Job Classification:**  
Sales Workers

### **Summary and Objective:**

The primary responsibility of this position is processing and invoicing charge and cash sales efficiently and accurately while providing our customers with polite, prompt, professional and courteous service.

### **Essential Functions:**

- Process sales transactions accurately and in a timely manner
- Stock returned merchandise daily and/or as needed
- Communicate and interact appropriately with customers and co-workers
  - Provide our customers with prompt and courteous service
  - Be polite, tactful, accommodating, and assuring
  - Ensure all commitments made to customers are met
- Reinforce a team attitude and atmosphere
- A developing knowledge of products & services
- A developing knowledge of PaulB merchandise and product availability
- Assist in other projects as needed.
- Provide quality & dependable service to our customers
- A respectful, team-oriented work atmosphere

### **Characteristics and Competencies:**

- Good people skills and phone skills
- Able to be patient when confronted with a challenge
- Possess good time-management
- Prompt
- Flexible, able to handle multiple projects simultaneously
- Positive attitude and teamwork perception
- Polite and tactful

### **Preferred Education and Experience:**

- Intermediate computer skills
- Basic math skills

### **Work Environment:**

This job operates in a retail environment. This role routinely uses computers, phones, hand tools and photocopiers. Regular evening and weekend work is expected.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time; routine lifting of 50+ pounds, repetitive motions; sitting for extended periods of time, speaking, listening, and seeing; walking; use eyes, hands, finger, or feet; and reaching with hands and arms, and so forth.

**Travel:**

No overnight travel is expected for this position.

**Other Duties:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential functions and duties may change at any time.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_