

## **Retail Sales Associate**

**Reports to:**  
Store Manager

**Job ID:** 117101

**Entity:**  
PaulB LLC

**Job Classification:**  
Sales Workers

### **Summary and Objective:**

The primary responsibility of this position is to provide our customers with polite, prompt, and professional service, within the values and mission of Paul B. Zimmerman, Inc.

### **Essential Functions:**

- Provide our customers with prompt and courteous service within the assigned department and throughout the entire store
- Develop a thorough product knowledge, being able to explain a product's benefits and features
- Develop a thorough knowledge of the store layout and location of merchandise
- Ensure good communication and interaction with customers and co-workers
- Be readily able to assist customers in finding what they need
- Assist in maintaining neat, orderly shelves and aisles and stocking product as needed
- Assist co-workers with other service responsibilities as needed

### **Characteristics and Competencies:**

- Good people skills and phone skills
- Intermediate computer skills
- Basic math 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:**

- Retail and industry-related experience

### **Work Environment:**

This job operates in a retail environment. This role may routinely use computers, phones, photocopiers, filing cabinets and fax machines; hand tools, and forklifts. Regular evening and weekend work is expected.

### **Physical Demands**

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:**

Very little travel is expected. At times employees are asked to attend vendor shows and some overnight travel is expected on these limited occasions.

**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 \_\_\_\_\_