

# Retail Sales Associate Job Description

## 1. Job Brief (About the Role)

{{Store Name}} is hiring a Retail Sales Associate to deliver a great in-store experience and hit sales goals on the floor. This role reports to the {{Store Manager / Shift Lead}} and works alongside the sales and stockroom team during {{retail}} hours.

*Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."*

## 2. Responsibilities

- Greet and assist customers, recommend products, and drive add-on and unit-per-transaction goals
- Ring up sales, returns, and exchanges accurately on the {{POS system}} and handle cash and card payments
- Reconcile the register drawer and follow opening and closing cash procedures
- Restock shelves, face product, and set displays to the {{planogram / visual standard}}
- Receive shipments, scan inventory, and process markdowns and price changes
- Follow loss-prevention procedures and report shrink and suspicious activity
- Process online order pickup (BOPIS) and ship-from-store orders
- Keep the sales floor, fitting rooms, and stockroom clean and organized

*Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.*

## 3. Requirements & Skills

- Able to stand for the full shift and lift up to {{30}} lbs of stock and fixtures
- Comfortable operating a POS register and handling cash accurately
- Customer-first attitude with clear, friendly communication
- Available for evenings, weekends, and holiday retail peaks
- Reliable attendance and a team-oriented approach

*List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.*

## 4. Nice-to-Have

- Prior retail or customer-service experience
- Experience with {{visual merchandising / planograms}} or working a stockroom

*Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good*

applicants.

## 5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

## 6. Schedule & Work Environment

- {{Full-time / part-time}}; variable retail shifts including nights, weekends, and holidays
- Active, on-your-feet role: standing, walking, lifting, and reaching
- Extended hours during seasonal sales and inventory counts

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

## 7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.