

Store Associate

Position Summary:

The Retail Store Associate is responsible for servicing customers of his/her store, including, but not limited to:

- Store Operations
- Marketing/Sales

Store Operations:

- Ensure that our customers' needs and expectations are met on a consistent basis.
- Ensure that the physical appearance of the store is maintained and that all equipment is in excellent working condition.
- Control inventory losses through proper controls and notations.
- Support and conduct periodic inventory management
- Ensure that the store is properly opened and closed in accordance with company policy.
- Complete all paperwork reports in a timely and accurate manner.
- Deliver paint to customer vehicles
- Visit customer sites to take consignment inventory count and deliver products
- Assist in color matching for customers
- Order consumables for the store as required.
- Order paint and sundries for resale from Benjamin Moore and Sundry Suppliers.
- Resolve customer issues in a proper and efficient manner.
- Ensure that customer accounts are properly set up and administered.

Marketing/Sales:

- Responsible for the coordination of the sales efforts associated with the store.
- Responsible for the development and deployment of local marketing strategies.
- Responsible for attaining the budgeting sales forecast through effective marketing of products in the store.
- Develop new accounts and increase sales of current accounts through a targeted sales initiative.
- Ensure employees are properly trained on selling techniques.

Qualifications

- Requires a High School Diploma
- Prefer 2 Year Associates Degree in Interior Design or Business Administration
- Strong interpersonal and communication skills.
- Knowledge of Microsoft Excel, Word and Outlook. Will need to be comfortable using computers to complete sales transactions.
- Minimum of 2 years retail experience, preferably industry related.
- Requires a valid driver's license and personal transport.
- Prefer biligual speakers with Spanish and English skills.
- Prefer background in outside and/or inside sales.
- Job involves a wide variety of tasks including bending, lifting, and sitting. Individual must be able to lift at least 50 pounds.
- Individual will usually be required to work more than 40 hours per week.
- Training will be provided in paint mixing and paint selection.

This is a summary of some of the roles and responsibilities associated with the position of Store Associate. However, other tasks do exist, and the Store Associate will be responsible for performing all other duties as directed by management.