JOB OPENING: Sales Associate

Department: Branch Operations
Location: Cincinnati
Reports to: Branch Manager

Summary: The Sales Associate processes sales, bags merchandise and services customers by helping them select products for their individual needs. Assists customers by measuring and fitting uniforms and providing product information to meet customer’s request and per contract specifications; adheres to purchase order specifications and ensures customer receives outstanding customer service.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Greets every customer in a prompt timely manner and alert and responsive to all customer needs.
- Answers customer’s inquiries to include questions on price, quality, fabric type, specifications and usability of merchandise.
- Up-sells customer’s on other products, and recommends add on items to enhance the customer’s order.
- Sets up advertising displays and folds and arranges merchandise to promote sales.
- Replenishes merchandise and participates in monitoring of floor stock to assure appropriate inventory is available for customers.
- Completes necessary housekeeping to present a clean and orderly store at all times.
- Fills out all paperwork correctly and efficiently.
- Measures and marks garments for custom alterations.
- Provides information regarding contract specifications and products associated with contract.
- Handles irate customers in a professional courteous manner.
- Takes phone orders.
- Communicates and works closely within and outside retail department to assure customer needs are met with 100% accuracy.
- Adhere to company mission, policies, procedures and practices.

Qualifications/Requirements:
- Friendly, outgoing, and helpful demeanor.
- Previous retail or customer service experience a plus.
- Ability to read and interpret documents such as department specifications and must be able to interact effectively with customers.
- Ability to calculate figures and amounts, and ability to operate a PC and Galls’ order management system
- Must be able to work with minimum amount of supervision under pressure situations.
- Good grammar voice and diction, with a high attention to detail.
- Excellent customer service skills.
- Ability to stand for entire shift.
- Ability to operate and use all equipment necessary to operate the store.
- Ability to handle merchandise throughout the store up to 50 pounds.
- Ability to work varied hours/days as business dictates.

Education/Training/Experience:
- High school diploma or GED.
- 1 year minimum of retail experience.

TO APPLY PLEASE GO TO: HTTPS://WWW.GALLS.COM/PAGES/EMPLOYMENT AND APPLY TO THE “SALES ASSOCIATE” AD FOR CINCINNATI, OH

EEO/AA/M/F/Vet/Disability Employer