

Title: Retail Associate

Store: [Store name + city/shopping center location]

Classification: [Full-time or part-time + number of hours per week]

Compensation: [Salary range or hourly rate]

Reports To: [Supervisor job title]

The retail associate is responsible for assisting with the day-to-day operations at [insert store/brand name]. This includes stocking inventory, offering customer service, maintaining store appearance and cleanliness, providing support for events, and assisting store management with all necessary tasks for keeping the store running smoothly. With the oversight and support of the [insert reporting manager title], the retail associate will ensure that [insert store/brand name] is represented well and that every customer walks away with a positive experience.

Job Requirements and Responsibilities:

- [list day-to-day responsibilities]
- Arriving at each assigned shift on time
- Clocking in and out accurately with attendance
- Opening and closing the store according to opening/closing procedures
- Working on a team to complete tasks
- Performing weekly cleaning duties
- Assisting manager with necessary tasks for store operations
- Stocking the sales floor with new inventory
- Removing inventory from sales floor as needed
- Maintaining inventory organization
- Providing service to customers, such as offering styling assistance, answering product questions, stocking fitting rooms, etc.
- Dressing in line with brand image when working in-store
- Pitching and marketing different initiatives to customers
- Assisting with marketing initiatives when necessary
- Maintaining store appearance/merchandising
- Learning about products and providing information to customers
- Performing all other necessary tasks associated with store operations
- Retail associates should be prepared to perform any additional tasks associated with maintaining store operations and delivering customer satisfaction

Candidate Skills & Qualifications:

- [List the preferred skills and experience of a retail associate]
- [Number of years] years of experience in retail or customer service
- Excellent verbal communication skills in [language of customer base]
- Ability to work effectively on a team
- Ability to provide top-notch customer service
- Physical ability to move around a store and lift heavy items above your head

- Basic math skills
- Ability to use computer, mobile device, and cash register
- Dependable and timely

Company Ethos and Benefits:

At **[Store/Brand Name]**, we pride ourselves on providing the best experience for our customers. To do that, we must have a team dedicated to the same goal. Achieving this requires that we can trust our employees to do their jobs with minimal oversight while providing consistency with the brand.

[Explain your brand image, ethos, and how that is demonstrated by a retail associate]

To ensure the best representation of our brand and a positive work environment for our staff, **[Store/Brand Name]** provides a high-quality and flexible work environment with top-notch benefits, including:

- **[Insert unique benefits]**
- Medical, dental, and vision insurance options
- Access to mental health counselors
- Flexible work hours
- Employee discounts
- PTO policy
- Employee development program
- Overtime pay
- Commission structure
- Opportunities for advancement

How to Apply

For internal candidates, all applications should be submitted via email to HR at hr@company.com. For external applications, candidates should apply through the job posting website.

EOE Statement

The company is an equal opportunity employer (EOE). **[Add EOE statement]**