



## Sales Associate Job Description

**Sales Associates** work in BHPFA stores to generate sales, interact with customers and bring in revenue for the organization. This job requires a blend of skill, competency and immense dedication. Sales associates report to the Operations Manager or Store Manager and work under their directions to meet BHPFA objectives.

## Duties and Responsibilities

- Interact with customers, provide accurate product and organization information
- Strategize to meet assigned sales targets in the given period of time.
- Complete all the assigned tasks from Store Manager and/or the Operations Manager.
- Keep track of store inventory and replenish stock.
- Maintain the proper display of goods in the store, ensuring quality standards.
- Attend sales training activities.
- Conduct scheduled Z-out procedure
- Make Deposits
- Oversee inventory management in assigned location

## Skills and Specifications

- Good verbal and written communication skills.
- Good interpersonal skills for interacting with customers.
- Be a team player and have the ability of meeting assigned targets.