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# Example of Customer Service Sales Associate Job Description

Our company is looking for a customer service sales associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for customer service sales associate

* Processing accurate cash and credit card transactions
* Follow up and follow through with all prospective clients- Respond immediately to member requests, inquiries, and concerns
* Conduct proper on-boarding all new OTF clients- Work closely with Trainers/Coaches to ensure that members have first-class experience every time they visit
* Plan domestic travel vacations (car rentals, hotels, vacation packages, maps, tour books and triptiks)
* Selling hair accessories and extensions
* Handling money transactions
* Providing LEGENDARY customer service by greeting clients upon arrival, scheduling services, answering phone calls, addressing questions and concerns, protecting client confidentiality, and maintaining a safe and therapeutic environment for everyone in our location

## Qualifications for customer service sales associate

* Capable of maintaining sensitive/confidential information
* Positive, friendly, and warm customer service attitude
* Time Management – Intuitively balances quality and quantity of activity to maximize results
* Must be able to meet minimum expectation of 20 calls/day and minimum monthly sales requirement
* Have strong customer service, phone and computer skills
* Have professional and positive attitude