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# Example of Personal Shopper Job Description

Our innovative and growing company is looking for a personal shopper. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for personal shopper

* Great time management to ensure items are picked on time and ready to be delivered to the customer
* Assist with the collection, loading and acceptance of payment for customer pick-up and delivery orders
* Inspire your fellow Team Members and our guests with a willingness to go the 'Extra Mile' to provide the best service
* Demonstrate a sense of urgency while performing job tasks
* Proficient use of mobile phone apps and texting
* Be comfortable utilizing technology to communicate with and fulfill customer orders
* Accurately and efficiently fulfill customer orders and stage them in fulfillment area
* Properly handle product, use necessary equipment and bag items to ensure they reach their destination safely
* Accurately and efficiently scan items, make appropriate substitutions as needed and process payments
* Help to maintain a clean, organized and well-stocked workspace

## Qualifications for personal shopper

* You will need to be able to write and speak English, Mandarin and Cantonese fluently, demonstrating excellent keyboard and written skills, articulate with good spelling and grammar in all three languages
* 6 months of proven guest service related experience in a retail, grocery, or hospitality environment
* Must be at least 18 years of age \*\*with the exception of Alabama, Arkansas, Indiana, Kentucky, and Ohio must be at least 19 years of age
* Previous counter experience as a cashier
* Retail, Culinary and/or Grocery experience
* Ability to use a company-issued device to manage orders and communicate with customers