Downloaded from <https://www.velvetjobs.com/job-descriptions/retail-sales>

# Example of Retail Sales Job Description

Our company is searching for experienced candidates for the position of retail sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for retail sales

* Sell products/systems/services to customers, focusing on volume, mix and profitability targets for assigned Business
* Upholding all company policies and practices, including but not limited to, store operation procedures
* Directing staff and supplying information to sales associates when the Store Manager supervisor is not available
* Participating in, and leading others in, the processing of shipments, replenishment of the sales floor, and additional operational tasks based on the needs of the business
* Conducting POSR audits and other inventory management procedures
* Employee Discount on Merchandise
* Assist “walk-in” customers with sales of product and/or services, responds to questions regarding parts, pricing, services
* Will directly receive and process payment from walk-in customers
* Responsible for cash, check, Credit Card handling and balancing
* Coordinate with customer requests while keeping customers informed of order status, and shipments

## Qualifications for retail sales

* History of meeting sales goals
* Licensed cosmetologist desirable but not required
* Must have retail sales/management or door to door sales/management experience
* Must be able to achieve sales targets on a weekly/monthly basis
* Must have retail sales management or sales management experience
* Must be able to work days, evenings, weekends- Open Availability is preferred