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

# Example of Sales Retail Job Description

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

## Responsibilities for sales retail

* Keep customers advised of their daily order and shipping status as information becomes available
* Stock shelves and load out customer purchases
* Follow and comply with all company safety policies, procedures and regulations
* To carry out any other duties that are reasonably requested
* Dial existing, and inactive, customers to promote product offerings at preferred pricing discounts
* Maintain customer history, customer profile, and customer buying behavior
* Consultative fact finding to uncover customers realized and unrealized needs/wants
* Provide excellent customer service that will leave a lasting impression on the brand
* Ensure compliance with all rules and regulations
* Additional miscellaneous responsibilities as needed/requested

## Qualifications for sales retail

* Prior retail sales experience preferred, however we will train the right person
* Strong understanding of word, excel, outlook and inventory control systems
* Measureable knowledge of the Edmonton and area advertising market
* Have retail experience
* Have reliable transportation to Chambersburg
* Be able to work on Saturdays