



# Example of Customer Service Sales Associate Job Description

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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

- Have professional and positive attitude