



Example of Keyholder Job Description

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

Responsibilities for keyholder

- Seek to add on and link sales, increasing ATV by highlighting combinations and options within the product range
- Understand daily, weekly & monthly sales targets and strive to over-achieve these
- Constantly monitor Brand Expert performance in regard to sales, KPI's, and store operations
- Prior department or specialty store, jewelry or apparel merchandising experience
- Basic PC skills with MS Word, Excel and Outlook
- Willing and able to use a forklift

Qualifications for keyholder

- Knowledge of Harry Potter series and background is preferred
- Ability to be a self-starter with good initiative and collaborative mindset
- Basic administrative and mathematical skills
- Flexibility to adjust hours to meet the operating needs
- Minimum six months Sales Associate experience with ANN inc. or equivalent experience with another retailer in a position of sales associate or higher
- Help and advise customers to select products from within the range to suit their needs