



Example of Lead Associate Job Description

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Our company is looking to fill the role of lead 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 lead associate

- Clean assigned areas including bathroom, fixtures, glass, carpets, and all other surfaces
- Keep assigned area supplied with soap, toilet paper, paper towels and all other supplies at all times
- Report items needing repairs or replacement
- Clean and stock equipment after each use or end of shift
- Maintain all floor surfaces and work on special cleaning projects
- Entering one-time payments into batches as needed in ADP PayForce (such as awards, stay bonuses)
- Monitor meeting room calendars and setups daily
- Ensure appropriate escalation policies exist and are followed
- Provide technical guidance around writing top quality code and share knowledge of industry best practices
- Identify and develop continuous improvements, constantly and respectfully challenge the status quo

Qualifications for lead associate

- Experience using JavaScript unit testing automation framework like Jasmine
- 2-4+ years experience in retail or furniture
- Ability to hit sales goals and all company expectations
- Advanced computer proficiency using Microsoft Outlook, Word, Excel and PowerPoint

- Experience with warehouse equipment (Stand up forklift, Electric Pallet Jack, etc) required