



IS HIRING A SALES ASSOCIATE

The Sales Associate works directly with customers to identify jewelry preferences, build relationships, answer questions and assist with in-store counter sales while providing an outstanding customer experience. Performs the absolutes daily. Understands and executes proper procedures.

ESSENTIAL FUNCTIONS

Work directly with clients to identify jewelry preferences, answer questions and assist with in-store counter sales while providing an outstanding customer experience.

Assist sales team with in-store counter sales and service.

Maintain a good knowledge of store inventory.

Process sales in POS system. Understands and executes all related procedures.

Maintain client or prospective client information in database including preferences, wish list items, and upcoming special events. Send timely thank you notes and follow up communication consistently to continue relationship development. Proficient with CRM system. Support store operations including opening, closing, answering phones, security protocols/procedures, inventory case counts, and store maintenance. Performs housekeeping duties. Performs warm sales transfer to Jewelry Designer, Customer Service or Repair Processor as appropriate

KEY PERFORMANCE INDICATORS

Sales goals / Closing ratio / Returns / Team selling

JOB SPECIFICATIONS/QUALIFICATIONS

Excellent oral communications and listening skills with strong attention to detail

At least one year of retail sales and customer service experience

Good organizational skills

High school diploma or GED

Competent use of a computer

Understanding of social media and client relations

Networking skills

BENEFITS

- Full time gets 100% of their bronze level health insurance, dental and vision paid
- We offer a 401k
- Paid vacation

SEE LINK BELOW TO APPLY!

<https://recruiting.paylocity.com/recruiting/jobs/All/f416b115-db42-4b47-b178-f2438a02cc27/Nelson-Coleman-Sons-LTD>