



Sales Associate Job Description

Job Title: Sales Associate
Department: Retail Department
Reports to: Retail Manager
FLSA Status: Non-Exempt

Job Summary:

Under direct supervision, assists customers of Coral World shops in merchandise purchases, at all times maintaining the highest level of customer service, courtesy and professionalism. Assists in stocking and restocking of shelves in accordance with specific instructions and maintains the appearance of the shops within established standards.

Duties/Responsibilities (Essential Functions):

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Is courteous, friendly, cooperative and professional with customers at all times
- Sells merchandise and advises customers on merchandise prices, sizes and/or features; offers additional merchandise suggestions
- Operates computerized cash register and credit card machine to conduct sales transactions, handles cash and makes change as required, wraps and bags customers' purchases
- Replenishes display stock from stockroom
- Performs general floor maintenance and housekeeping; dusts and cleans display racks and shelves, hard good merchandise, and glass doors and windows; sweeps and mops floor
- Maintains the condition of merchandise in saleable condition
- Keeps displays and cashier area in a neat and organized manner
- Advises shop supervisor or manager of merchandise and supply needs and customer requests
- If a customer wishes to have purchase mailed, completes the proper paperwork and wrapping, making sure customer receives a receipt for his/her purchase, and advises shop supervisor or manager of the package to be mailed
- Assists in receiving, labeling and display of merchandise
- Is alert at all times for potential theft and reports any suspicious character(s) to supervisor or manager
- Other duties as assigned

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work environment

This job operates in a professional environment (indoor and outdoor). The employee will be exposed to sunny, warm, humid, and wet conditions. This role routinely uses standard equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical demands

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to stand for most of his or her working hours but occasionally must stoop, kneel, or crouch. The Photo Sales Associate is required to walk around the park sometimes on uneven ground and up and down stairs. The Photo Sales Associate is frequently required to reach with hands and arms, using hands to handle or feel. The Photo Sales Associate is required to be in constant communication with guests requiring the Photo Sales Associate to talk and hear. The Photo Sales Associate must frequently lift and/or move up to 10 pounds and occasionally may lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This can be a full or part time position. Days are scheduled around a 7-day work week. During the slow season hours and days may be reduced to accommodate the needs of the company.

Eligibility Requirements

Required:

- Minimum 18 years of age.
- High School Diploma or equivalent
- Ability to meet federal, state and local requirements for employment.
- Ability to lift moderately sized boxes and goods, weighing up to 35 pounds.
- Ability to stand for long periods of time, and walk long distances within the location.
- Ability to secure, handle cash, and operate a computerized cash register
- Ability to carry boxes, climb ladders and spend long hours standing
- Ability to dust, sweep, clean shelves and perform other light housekeeping duties in the shops
- Ability to act professional at all times, with customers and co-workers
- Must be a resident of the US Virgin Islands
- Must have an outgoing and friendly personality
- Must be able to handle difficult, high volume situations while maintaining composure
- Excellent organizational skills. Ability to multi-task and prioritize
- Must be professional, dependable, reliable, and have a strong work ethic
- Previous retail experience

Preferred:

- Some College
- Wants to work in the Hospitality Industry
- Bilingual

Special Eligibility Requirements:

- Ability to work flexible schedule, including evenings, weekends and holidays.
- Must be a team player and be able to get along well with others.
- Must be able to use tact in handling sensitive situations.
- Must be personable, courteous, and able to work under pressure.

Other duties

Please note this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments). Duties, responsibilities, and activities may change at any time with or without notice.

**Please submit cover letter, resume, and references by email to be considered for the position.
Please include the job title in the subject. References required.**

Contact Information:

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