

# Bullseye Glass Co.

## Job Description

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Department: **Resource Center (Portland, OR)**

Position: **Sales Associate**

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### **Lines of Responsibility**

Reports to: RC Lead, National Resource Center Manager, Sales Manager

Supervises: N/A

### **Essential Qualifications**

Two years of retail sales or customer service experience

4-year degree in Studio Art (preferred)

Maintain an upbeat and friendly attitude

Ability to read, write and perform basic math; proficient in the English language

Ability to lift 40 lbs.

Ability to stand and walk for extended periods of time

Strong communication skills (verbal and written)

Strong organizational skills

Good problem-solving skills

Attentive to detail

Work well in a small team

Ability to multi-task

Ability to use Excel, Microsoft Word, and basic retail invoicing systems.

Knowledge of art history and aesthetics

Valid driver's license

### **Essential Functions**

Greet customers; respond to questions

Maintain an orderly appearance throughout the sales floor

Provide outstanding Customer service

Accurately operate Point of Sale System, manage financial transaction; and balance drawers.

Work towards sales goals.

Direct customers to merchandise within the store

Recommend products and classes

Accurate product knowledge

Ability to pass all Product Recognition Tests

Wrap sheet glass

### **Other Functions**

Tool and technique demonstration

Order packaging

Inventory maintenance

Cleaning and maintaining store display and work areas

Create in-store displays and educational samples  
Helping customers to work with the products  
Assist and attend in-store customer functions.

### **Physical requirements / Use of Senses**

Standing/walking: Frequently. To move throughout retail areas to assist customers.

Lifting/carrying: Frequently. In delivery of equipment & supplies.

Handling/grasping: Frequently, to demonstrate tools and assist in packaging and delivering goods.

Speaking/hearing: Frequently. To speak with employees and customers. Must be able to communicate on the telephone.

Finger dexterity: Frequently. To work with computer.

Near vision: Frequently. For computer entry and interfacing with customers. Good eye for color.

Far vision: Frequently. For maneuvering about the facility and seeing customers.

### **Mental requirements / Attributes**

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees, and customers.

Time/deadline/shift/overtime requirement: Frequently. A flexible schedule is required.

Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly.

Positive attitude: Continually. Customers can be surly and position can be demanding, a positive attitude is needed at all times in the retail environment.

### **Operation of Equipment / Tools**

Computer: Frequently. For entry and calculation of most data and information.

Photocopier: Frequently. To make copies of information

Telephone: Frequently: To communicate with co-workers and customers.

Writing instruments: Frequently. To facilitate communication