

# Bullseye Glass Co.

## Job Description

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

Position: **Sales Associate, part-time  
(20 hours/week)**

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### **Lines of Responsibility**

Reports to: Assistant Store Manager, National Resource Center Manager, President  
Supervises: N/A

### **Essential Qualifications**

Two years of retail sales or customer service experience  
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

### **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