



LANDMARK STAFFING

Position: Sales Associate

Location: Grand Junction, CO

Type: Full Time

Wage: \$15.00/hr

Job description

An upscale home furnishings retailer, is seeking to fill the full-time position of Sales Associate Clerk for our Grand Junction, Colorado store. Organizational skills are mandatory, as are a sense of professionalism, high energy, maturity and a positive attitude.

Primary Responsibilities

- Managing multiple phone lines, answering and routing phone calls.
- Balancing daily business.
- Processing sales, credit applications, credit card transactions and purchase orders.
- Word processing and spread sheet development.
- Manage and oversee door traffic.
- Step onto the sales floor greet customer and help them find products to suit their lifestyle and needs.
- Able to write up sales orders and process payments for sales.
- Assist store manager with tasks in daily operations

Requirements

- Ability to multitask in a fast paced retail environment.
- Customer Service, Data Entry, Filing, Scanning, General Ledger, General Office, Data Base

Management.

- Experience with MS Office 365 including Excel, Word, Outlook and Power Point.
- Ability to work all Saturday's and occasional evenings for special events.



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Qualified candidates will possess two to four years of related experience. We offer benefits including health care and paid vacation. Compensation is commensurate with experience. If you are interested in applying for this position please submit a resume.