



LANDMARK STAFFING

Position: Furniture Sales Associate
Location: Grand Junction, CO
Type: Full Time
Shift: Mon - Sat. with occasional evenings
Wage: \$16.00/hour

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

Job 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 spreadsheet development.
- Manage and oversee door traffic.
- Step onto the sales floor to greet customers 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

Job Requirements:

- Ability to multitask in a fast paced retail environment.
- Customer service skills are a must.
- 2-4 years of Data Entry experience required.
- Proven work experience doing tasks such as Filing, Scanning, and other General Office duties.
- Proven work experience in reading and interpreting General Ledgers.
- Database Management experience preferred.
- Background Check and drug testing required for this position.
- At least 2 years of prior experience with MS Office (Excel, Word, Outlook, and PowerPoint).
- Ability to work all Saturday's and occasional evenings for special events.

Qualified candidates will possess two to four years of related experience.



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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.