

Retail Sales Associate

Universal Footwear Ltd.

#7- 555 Victoria Road
Universal@rctvonline.net

Looking for a personable person who has experience working in all forms of customer service. Handling Cash Visa Checks charge accounts and day ends. We operate our transactions via a (POS) point of sale system, so computer experience is mandatory.

Education requires a grade 12 minimum. Working knowledge of cash handling is a must.

Wages will be offered at \$12.00 / hr. min to \$14.00 /hr. There is no wage based on commission.

The terms and conditions of employment is to be available to work any of the seven days a week that we are open with the understanding that working on Sundays will be needed on occasion. You must be available 30 to 35 hrs. per week base on seasonal demands. Our hours of operation are 9:00 am to 6:00 p.m. Monday through Saturday, Friday till 9:00pm. Sundays 11:00 – 4:00pm. Personal hygiene, appropriate dress code and an approachable personality will be imperative in a successful candidate.

Duties to be performed are:

- Acknowledge all customers.
- Must have store customer concern as first priority.
- Conduct sales & service in a manner, which builds customer loyalty.
- Efficiently handle POS using date based sales.
- Will have to assist customers with shoe fitting and selection
- To be prepared to help customers regarding product knowledge and shoe care.
- Feel comfortable with suggestive selling.
- Have the ability to “close sales”.
- Competently handle customer returns.
- Prepare shoes in a creative display for retail.
- Accept & Stock incoming inventory.
- Be comfortable using ladders for inventory purposes.
- Read and complete “Shoe Salesman Course”.
- Must be bondable.

Applications will be received until Jan 18 2011. Those dropping off in person shall ask For Malcolm or Debbie. Only those candidates selected for an interview will be contacted. We thank you in advance for your time and interest.