**(Your Shop Name Here) – Job Description**

|  |  |
| --- | --- |
| Job Title: Sales Specialist-General | Pay Rate: |
| Supervisor: | Hours: |
| Revision Date: | Discount: |

Position Overview

* Open/Close store using appropriate checklist
* Be comfortable with the point-of-sale program
* Offer customer service with a smile
* Complete tasks on job assignment sheets regularly
* Be physically able to stand for extended periods of time
* Be physically able to lift products up to (#) pounds (insert your own number here)
* Be comfortable with operating a bar code scanner
* Price inventory as it is ready to be processed
* Restock merchandise and rotate – First in First Out (FIFO)
* Attend staff sales meetings
* Help maintain a safe work environment
* Familiarize yourself with in stock merchandise
* Demonstrate products to customers daily

Skill Requirements

* Friendly
* Flexible
* Patient
* Cooperative
* Compassionate
* Sense of Humor
* Charitable
* Self-Motivated
* Creative

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

**(Your Shop Name Here) – Job Description**

|  |  |
| --- | --- |
| Job Title: Machine Sales Specialist | Pay Rate: |
| Supervisor: | Hours: |
| Revision Date: | Discount: |

Position Overview

* Remain in machines department to demo machines with customers
* Work on assigned shop sewing projects while in machine area
* Maintain sewing machine area according to guidelines
* Attend continuing education classes
* Teach customer classes for new machines monthly
* Be comfortable with operating machines, and conducting demos with customers
* Be familiar with the pricing and policies of machine sales
* Be able to complete the appropriate paperwork for machine purchases
* Know prices of cabinets and inserts and machines
* Order sew steady tables and inserts for the machines

Skill Requirements

* Friendly
* Flexible
* Patient
* Cooperative
* Compassionate
* Sense of Humor
* Charitable
* Self-Motivated
* Creative
* Customer-Service oriented

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.