



JOB DESCRIPTION

POSITION: Stock Associate

Position Objective

Responsible for working as a member of the store team and achieving the store's sales goals by processing all inventory transactions both accurately and quickly.

RESPONSIBILITIES

Sales/Financial:

- Support the store's sales productivity and customer service through the processing of all inventory transactions accurately and on a timely basis.

Personnel Development:

- Attend training to develop and maintain a thorough understanding of all relevant company, store, and product information. Take initiative to learn about new product as it comes into the store.
- Attend all store meetings as directed by management.

Customer Service:

- While on the sales floor, provide all customers with customer service that is in accordance to company standards.
- Support the company brand image through the company's dress code policy.

Operations/Loss Prevention:

- Maintaining all product levels through the daily restock of the sales floor.
- Check in shipment. Process, sort, and prepare merchandise for the sales floor.
- Adhere to the company's shipment processing standard as per policy.
- Ensure that all products in back stock are sensed and organized at all times.
- Communicate the receipt of new merchandise to management and staff.
- Complete markdowns as per the policy.
- Process incoming/outgoing transfers and damage/defectives.
- Communicate supply stock levels and product quality issues to management as necessary.
- Comply with company safety standards.
- Follow store opening and closing procedures.
- Perform operational duties as directed by management.
- Follow all company loss prevention procedures.

Store Maintenance:

- Maintain a clean and organized stock room at all times.
- Utilize maintenance checklists regularly to ensure consistency of the store's cleanliness.

JOB REQUIREMENTS:

Required:

- Strong written and verbal communication skills
- Ability to work under the pressure of multiple tasks and deadlines.
- Ability to establish and maintain positive working relationships with management, customers and co-workers.
- 1 -3 years previous retail experience, preferably prior stockroom experience.
- Ability to lift boxes, manipulate a hand truck, able to move heavy objects easily. This includes: lifting up to 50lbs, sitting, standing, bending, kneeling, pushing and pulling with possibly no elevator access.
- Basic computer skills. Experience with Retail Pro preferred.
- Clear understanding of inventory management being able to identify inventory shrinkage possible problems causing shortage.
- Flexibility in schedule.

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