

Sales Associate

Reports to: Management

Department: Sales

JOB SUMMARY:

Administers, coordinates, and implements all trade and retailing sales activities with the store.

ESSENTIAL FUNCTIONS:

1. The primary challenges of this position are to successfully promote the sales of company-branded products.
2. To achieve maximum market penetration, and to attain both short- and long-range objectives for trade and retail sales growth.
3. The incumbent is responsible for the operative business planning for the trade and retail segment of the store business. This includes forecasting sales per store, as well as the profit expected from the sales and meet assigned overall forecast figures.
4. The sales associate keeps the management of branch operations informed of his or her activities via regular e-mail reporting. He or she generally has wide authority in performing most aspects of the job, such as scheduling his or her own workload and making day-to-day decisions necessary to perform his or her function. The sales associate has no personnel supervisory responsibilities, and is not required to recommend or initiate salary adjustments, promotions, terminations, or hires. He or she participates in the weekly office meeting. He or she makes proactive effort in presenting new sales plans and programs.
5. Keys in quotes/invoices in the software, collects payment from client and turns it in to Office Coordinator.
6. Provides input and recommendations to the house designer/logistic on product requirements and needs, merchandising requirements on promotional pricing needs, point of sale, in-store needs and advertising needs, store layout changes, etc.
7. Keeps informed of competitors' activities through review of information from the field or from other sources.

QUALIFICATIONS:

1. The talents required for this position include good to excellent knowledge of trade and retail selling with a good to excellent overall ability to use tact and discretion to achieve his or her purposes through others. In addition, he or she must remain knowledgeable about the fast-moving developments in the retailing and merchandising fields.
2. In order to fulfill the requirements of this position, it is highly desirable for the incumbent to: have 3-5 years of business experience with at least 3 years' experience in sales and marketing and basic experience in general management concepts such as planning, accounting, administration, and economics.