

<b>Job Title:</b>	Store Consultant
<b>Department:</b>	Sales Department
<b>Reports To:</b>	Store Head (of your Store)
<b>Direct Reports:</b>	None

**Job Summary:**

The Store Consultant is primarily responsible for providing a high level of customer service and for generating company sales. The Store Consultant must always follow the instructions of the Store Head or the acting Store Head.

**Essential Duties and Responsibilities**

**People**

1. Assist SH and ASH in daily tasks such as, but not limited to, house keeping and displaying of merchandise.
2. Must consistently show enthusiasm in assisting and giving attention to customers.
3. Must be able to identify needs of customers and educate them through detailed explanations and/or demonstrations of products.
4. Must provide high quality sales and after sales service to customers.

**Product**

1. Must remain updated on the history of the brands and features of the watches being carried.

**Place**

1. Aware and always on the lookout for security risks and threats to the store.
2. Knows how to keep the store tidy and presentable to the customers

**Key Performance Indicators**

1. Half-Yearly 180 Evaluation – achieves or maintains a great evaluation
2. Attendance and Punctuality – Committed to being present for work, and on time.
3. HR Report – Maintains a good employee standing within the company, as per HR file.
4. Individual Sales – Maintains or achieves high personal sales

**Minimum Qualifications**

- Passion for customer service and good communication skills.
- Preferably with retail experience of 1 year.
- College level
- 5’3 Females, 5’6 Male
- Aged 19-26
- Not Color Blind and has good vision

This is an overview of your job description, you may be asked to perform additional tasks or duties by your supervisor.

I accept the essential duties and responsibilities of the Store Consultant position and I understand that failure to perform these well may lead to my dismissal.

\_\_\_\_\_  
Print Name/Signature/Date

**Please sign and return this to the HR Manager prior to your commencement of employment.**

***This Company reserves the right to modify all elements of this position, including but not limited to duties/responsibilities, qualifications, physical requirements, work environment and compensation in whole or in part at any time.***