



**Job Title:** Sales Professional

**Location:** Edina, MN

**Reports to:** Store Manager

**Position Summary:** The Sales Professional is responsible for assisting with the shopping experience by providing exemplary sales assistance, support and service to JB Hudson's customers. The Sales Professional is responsible for engaging customers to understand their needs, presenting merchandise and detailed information on features and benefits, working with the entire sales team to provide a superior experience to all of JB Hudson's valued customers, as well as meeting individual and team sales and profitability goals.

**Essential Functions:**

- Set and achieve personal sales and profitability goals while supporting the goals of the team
- Greet customers in a timely, professional and engaging manner
- Educate customers to enhance their selection process
- Build lasting relationships with customers by contacting them to follow up on purchases, suggest new purchase ideas, and invite them to upcoming events
- Consistently seek new product and fashion knowledge to act as expert for the customer
- Work as a team player to ensure each customer receives the best service possible, during and after the sale
- Perform daily store maintenance tasks including store set-up and tear-down, light cleaning, inventory management, repair and special order processing
- Ensure that all sales, returns, repairs, special orders and associated documentation are handled according to company policies and procedures

**Job Requirements:**

- High school diploma or equivalent required
- Some continuing education (college, trade school, gemology courses) desired
- 3 years' successful experience in retail or luxury retail sales environment or relevant customer related experience required
- Proven ability to set and achieve sales or equivalent goals required
- Demonstrated ability to develop relationships with customers and co-workers required
- General knowledge of sales principles required
- Ability to quickly learn new procedures and processes required
- Ability to work in a fast-paced, changing environment required
- Proficiency in Point of Sales (POS) systems and Microsoft Outlook/email desired
- Strong organizational and follow-through skills required
- Excellent communication and interpersonal skills required

