

SCHEDULE OF DUTIES

The position of **Sales Person** will include performance of the duties listed hereunder. However it is expressly understood that this schedule is not exhaustive and the employee will be expected to carry out whatever duties are necessary to competently fulfill the role of Sales Person as instructed by the company.

1. Ensure that Customer Service, Selling Standards and Non Negotiables, as detailed in the Policies and Procedures Manual section 18, are always met (see attached supplementary section 18).

2. Achieve personal sales targets and goals as directed by the company including for;

Over all sales (\$)
Average dollars per sale
Average units per sale
Average dollars per hour worked
VIP sign ups

3. Maintain a working knowledge of current personal sales performance stats and KPI's (key performance indicators), products and services, product knowledge, promotions, policy and procedures including;

Completion of Pre-shift priority check list
Reviewing targets, goals and KPI's with your manager start and end of each shift

4. Complete all transactions, duties and tasks with a high level of accuracy and efficiency in accordance with company policy including;

Sales
EFTPOS and cash transactions
Promotions and discounts
Stock take counts
Stock receipting
Stock transfers and consolidations
Reports, reconciliations and record keeping

5. Assist as instructed with the cash handling, balancing and completion of the daily sales reports and banking, as required.

6. Ensure that the store's trading floor is always attended as to achieve the maximum sales and security thereby.

7. Assist as instructed with the general presentation of the stock including;

Merchandising
In store displays
Hardware (racking, shelving & fixture) layouts
Dressing models
Window displays