

**Sara Campbell Ltd**  
Sales Associate

**COMPANY OVERVIEW**

Sara Campbell Limited is a thirty-five-year-old company specializing in women's apparel, with a primary focus on dresses. We are committed to making our apparel in the USA, with our headquarters in Boston. In 2008, we went from being a private label manufacturer for major retailers to beginning a chain of specialty boutiques where we carry our own branded label. We currently have 23 brick and mortar boutiques with plans for expansion. We are a small, privately owned company and pride ourselves on connecting with our communities while supporting Made in USA labor and job creation.

**POSITION OVERVIEW**

Store associates are responsible for building, guiding, and growing sales and profitability while ensuring a one-of-a-kind shopping experience for customers.

**Customer Service and Sales**

- Welcome every customer and create an environment that is customer focused
- Develop and maintain successful relationships with customers
- Maintain a thorough knowledge of our merchandise and demonstrate product expertise during the selling process
- Give honest advice to our customers
- Ensure prompt follow-up on problems, questions, and special orders
- Comprehensive knowledge of the Retail Standards Manual

**Events**

- Participate and take an active role in store events and trunk shows

**Physical Store**

- Ensure that floor is well stocked with merchandise
- Participate in maintaining the cleanliness and general maintenance of the store, stock rooms and common areas – making sure they appear clean, inviting, and fresh
- Accurately check merchandise in, transfers merchandise out, and keeps detailed records of movement of merchandise

**Supporting the Brand**

- Understand and represent our brand in a polished and professional manner

**Additional**

- Maintain a positive and professional attitude at all times
- Must adhere to Company policies
- Must be a team player

**Prerequisites**

- College degree preferred
- Computer skills to include operation of retail POS systems
- Organized, energetic, responsible, honest
- Excellent communicator
- Customer focus
- Willingness to work flexible schedule including weekends and holidays
- Must be fit to lift, carry or otherwise move objects weighing up to 20 pounds when merchandising the sales floor and use of ladders or stairs
- Must be available to work some evening shifts, on physical inventory days, weekends and holidays