



Job summary

Sample - Retail Salesperson

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Retail Salesperson

Tasks

Prepares sales slip or sales contract.

Computes sales price of merchandise.

Describes merchandise and explains use, operation, and care of merchandise to customers.

Sells or arranges for delivery, insurance, financing, or service contracts for merchandise.

Totals purchases, receives payment, makes change, or processes credit transaction.

Recommends, selects, and obtains merchandise based on customer needs and desires.

Demonstrates use or operation of merchandise.

Greets customer.

Fits or assists customers in trying on merchandise.

Estimates quantity and cost of merchandise required, such as paint or floor covering.

Tickets, arranges, and displays merchandise to promote sales.

Maintains records related to sales.

Estimates and quotes trade-in allowances.

Estimates cost of repair or alteration of merchandise.

Wraps merchandise.

Activities

Deal With External Customers

Indoors, Environmentally Controlled

Contact With Others

Spend Time Standing

Spend Time Walking and Running

Abilities

Selling or Influencing Others

Performing for or Working Directly with the Public

Communicating with Persons Outside Organization

Documenting/Recording Information

Establishing and Maintaining Interpersonal Relationships

Controlling Machines and Processes

Handling and Moving Objects

Getting Information

Updating and Using Relevant Knowledge

Processing Information

Resolving Conflicts and Negotiating with Others

Assisting and Caring for Others

Communicating with Supervisors, Peers, or Subordinates

Performing General Physical Activities

Identifying Objects, Actions, and Events

Skills

Oral Expression

Oral Comprehension

Speech Clarity

Number Facility

Information Ordering

Memorization

Written Comprehension

Written Expression

Near Vision

Speech Recognition

Visual Color Discrimination

Knowledge

Service Orientation

Speaking

Social Perceptiveness

Active Listening

Mathematics

Personality traits

Altruism - Altruism represents the willingness of a person to do things, which benefit other people, even if it results in their own disadvantage.

Cooperation - Cooperation represents the tendency of a person to act or work together with others for a particular purpose and help willingly when help is requested.

Modesty - Modesty represents the tendency of a person to moderately estimate their own worth without wanting to seem too important.

Morality - Morality represents the tendency of a person to live in conformity with personal or a social set of standards for good behaviour and character.

Sympathy - Sympathy represents the tendency of a person to understand and care for someone else's suffering.

Trust - Trust represents the tendency of a person to place confidence in honesty, goodness or skill of another person.

Activity - Activity represents a person's chosen pace of life and work. Low activity stands for a relaxed style and slow pace. High activity stands for always being 'on the go'.

Assertiveness - Assertiveness represents the tendency of a person to behave confidently and not being frightened to say what they want or believe.

Cheerfulness - Cheerfulness represents the tendency of a person to be care free and happy, showing this through their expressions and behaviour.

Excitement Seeking - Excitement Seeking represents the tendency of a person to pursue and enjoy participating in activities that produce high levels of excitement.

Friendliness - Friendliness represents the tendency of a person to be amicable in other people's company.

Gregariousness - Gregariousness represents the tendency of a person to prefer the company of others and fear being alone.

Achievement - Achievement represents the ambition of a person to achieve their goals and their willingness to invest work and effort to achieve those goals.

Cautiousness - Cautiousness represents the tendency of a person to examine probable effects of an act, so that failure or harm may be avoided.

Dutifulness - Dutifulness represents the tendency of a person to be committed to perform duties required.

Orderliness - Orderliness represents the tendency of a person to arrange or organise an orderly course or plan.

Self-Discipline - Self-Discipline represents the tendency of a person to make themselves do things they know they should, even when they do not want to.

Self-Efficacy - Self-Efficacy represents the belief a person has in their capability to achieve success.

Comments

Job objectives

To serve customers and process sales. Operate the point of sale system.

Reports to

Shop manager.

General

Will need to clear a basic security check.