

# Example Company

**Position Title:** Retail Assistant

**Reports To:** Retail Manager

**Modern Award Classification:**

**Location:** Not specified

The position of a Retail Assistant entails delivering outstanding customer service to enhance retail sales. In addition to sales duties, the Retail Assistant participates in routine cleaning and maintaining the store to ensure a high level of presentation.

## Key Responsibilities

- Providing outstanding customer assistance to enhance sales and foster growth.
- Assisting in the gathering of online sales.
- The sales system operates accurately and efficiently, encompassing daily banking reconciliations and the generation of sales reports.
- Organisation and display of newly acquired inventory.
- Replenishing supplies and maintaining appropriate inventory levels in the shop.
- Staying updated on product knowledge involves being aware of new arrivals, trending items and offering alternative suggestions.

## Key Skills and Qualifications

- One to two years of experience in a position related to retail or sales.
- Achieved notable success in sales.
- Knowledge of point of sale (POS) systems, managing cash and the processes involved in reconciliation.
- Ability to function efficiently while handling multiple tasks in a high speed environment.
- Skill in handling a significant volume of customers.
- Confident and comfortable when required to make decisions alone.
- The capacity to comply with the work timetable.

[Use Award Matcher to determine the positions award classification](#)