

Example Company

Position Title: Sales Assistant

Reports To: Sales Team and Divisional Manager – Park Lane Nursery

Modern Award Classification:

Location: Park Lane Nursery

The Sales Assistant is essential for providing excellent customer service by assisting customers, promoting plants and related items and offering precise product details. Furthermore, the Sales Assistant is responsible for keeping products in top notch condition and making sure they are attractively presented.

Key Responsibilities

- Greeting customers, managing phone inquiries and face to face visits, determining the reason for contact and directing customers to the appropriate staff when necessary.
- Assist with inventory management and oversight, encompassing stock evaluation.
- Manage transactions involving cash and electronic payments.
- Providing guidance and support to clients in selecting products.
- Regular upkeep duties to keep the shop and nursery tidy and well organised.
- Care of plant life.

Key Skills and Qualifications

- A charming attitude
- Understanding of plant cultivation
- A fair level of proficiency in computer skills
- A legitimate driver's licence
- Current police and pertinent background cheques to assist the role.
- Experience in promoting plants and associated gardening products.
- A passion for botany and gardening.
- Outstanding communication abilities and a dedication to exceeding client expectations.
- Outstanding skills in problem solving, flexibility, a proactive mindset and innovative thinking.
- The ability to function both alone and in cooperation with others in a team.
- Adept in retail customer service and sales, possessing the ability to recommend extra relevant products to improve the customer's experience.

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