



## **Sales & Online Store Associate**

Job Code: SSA01

Wedge is seeking a Store Associate who will greet customers as they enter our business and assist them in finding the products that meet their needs. The successful candidate will assist with receiving and stocking inventory, as well as maintaining the sales floor. If you have strong customer service skills and a friendly disposition, we want to hear from you. Some of the responsibilities include:

- Greet customers as they enter the store
- Ask questions to determine their interest in buying computers
- Inquire what specifications they require on the computer that they want to buy
- Suggest possible solutions for desktops and laptops, after determining customers' budget
- Explain each suggested model's features and benefits
- Operate computer to provide customers with information on "feel" and "look" of the machine
- Handle product demonstrations and answer correlating questions
- Assist customers in choosing the right machine according to their specific needs
- Suggest additional items such as upgrades to go with the original computer purchase
- Provide customers with pricing and warranty information and explain warranty claim procedures
- Educate customers in the use of selected computers and answer their questions
- Assist customers in understanding how to maximize the use of Hardware & software features
- Negotiate prices and assist customers with the payment procedures
- Ascertain that adequate computer merchandise is available in inventory
- Coordinate the procurement of computer systems and accessories
- Ascertain that computer systems, auxiliary equipment and accessories are neatly displayed
- Handle customer questions and resolve customer service issues

The candidate must have the following requirements:

- Qualifications & Skills
- High school diploma/GED required
- 2+ years' retail experience preferred
- 3+ years' customer service experience a plus
- Must be able to lift 20 pounds at a time

Please send your resume to [alex@wegenermedia.com](mailto:alex@wegenermedia.com)

Please no drop-ins or calls. We will contact you if we decide to start the interviewing process