

ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/sales-clerk-64100/>

Sales Clerk

Description

Retail salespersons sell, rent or lease a range of technical and non-technical goods and services directly to consumers. Visual merchandisers plan, create and implement windows and in-store displays. They are employed by stores and other retail businesses, as well as wholesale businesses that sell on a retail basis to the public.

Responsibilities

Job duties

Here are some of the main activities and tasks that Retail salespersons and visual merchandisers have to perform, and some of the physical demands they involve:

- Retail salespersons
- Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase, rental or lease
- Advise customers on use and care of merchandise, and provide advice concerning specialized products or services
- Estimate or quote prices, credit terms, trade-in allowances, warranties and delivery dates
- Prepare merchandise for purchase, rental or lease
- Prepare sales, rental or leasing contracts and accept cash, cheque, credit card or automatic debit payment
- Assist in display of merchandise
- Maintain sales records for inventory control
- Operate computerized inventory record keeping and re-ordering systems
- May conduct sales transactions through Internet-based electronic commerce.
- Visual merchandisers
- Design and implement window and interior displays
- Assemble visual retail displays to promote products, promotional events and seasonal change overs
- Ensure visual displays comply with brand guidelines and standards, including organization's culture, image and target market
- Set up lighting systems to create a visual atmosphere

Qualifications

Employment requirements

This is what you typically need for the job.

- Completion of secondary school may be required.
- A university degree or college diploma may be required by some employers.
- Specific subject matter courses or training may be required.

Hiring organization

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Retail salespersons and visual merchandisers

Job Location

Saanich, BC, Vancouver Island, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 17.40/hr - \$ 22.60/hr

Date posted

May 1, 2025

Valid through

31.05.2025

- Demonstrated sales ability and product knowledge are usually required for retail salespersons who sell complex or valuable merchandise, such as automobiles, antiques or computers.
- Previous visual merchandising experience may be required.