JOB ANALYSIS

JOB TITLE: Sales Associate          Date: Apr 15, 2002

COURSE: Sales Associate Training Course for Merchandisers

GENERAL DESCRIPTION:

Sales Associates must understand basic policies on merchandising, customer service and community relations. They must willingly assume responsibilities for merchandise, furnishings, and fixtures care in their departments; wait on customers; maintain merchandise security; take inventory; and sell merchandise. They are expected to demonstrate high personal and professional standards expected of all Marshall’s employees.

DUTIES:

Maintain the department’s appearance.
Displayed merchandise according to Marshalls’ merchandised display standards.
Wait on customers.
Comply with Marshall’s merchandise security policy.
Inventory merchandise.
Sell merchandise.

APPROVED BY SUPERVISOR: