#2 - Becoming an Expert

JOB DESCRIPTION

Assume your employer asked you to write a detailed job description for your job. You are being promoted to the next level, and your employer wants to advertise your current position. Follow the sample description below:

Job Description

Job Title: Salesperson **Department:** Music
Reports To: Billy Joel

SUMMARY

- Sells merchandise to individuals in store or showroom by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Greets customer on sales floor and determines make, type, and quality of merchandise desired.
- Displays merchandise, suggests selections that meet customer's needs, and emphasizes selling points of article such as quality and utility.
- Prepares sales slip or sales contract.
- Receives payment or obtains credit authorization.
- Wraps or bags merchandise for customer.
- Places new merchandise on display.
- Takes inventory of stock.
- Requisitions merchandise from stockroom.

EDUCATION and/or EXPERIENCE:

- High School diploma or Cooperative Work Experience student.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Able to use calculator to add, subtract, multiply.
- Able to compute sales tax and discounts.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.