**Part Time Sales Lead**

**Functional Responsibilities:**
1. Supervises associates engaged in sales, inventory receipt, reconciling cash receipts, or in performing services for customers.
2. Promotes customer service by ensuring associates are greeting and assisting customers; responds to customer inquiries and complaints in a professional and timely manner.
3. Performs basic operations activities including cash handling and reporting, price changes, merchandise handling, and open and closing duties; reviews time sheets and other payroll documentation for accuracy and submits as appropriate.
4. Monitors associate sales activities and productivity; acknowledges and communicates performance to associates; motivates and trains associates to achieve full potential.
5. Maintains an awareness of customers to both increase service levels and reduce security risks; remains current on operational policies regarding payment and exchanges, and security practices.
6. Maintains knowledge of current sales and promotions; presents and displays merchandise in accordance with current promotions and standards.
7. Supports and administers receipt and dispatch of inventory and supplies according to company policy.
8. Models sales expectations by utilizing various techniques and communicating product knowledge to the customer; recommends merchandise selections or helps to locate or obtain merchandise based on customer needs and desires.
9. Maintains standards in merchandise handling, presentation, loss prevention, and all other duties as directed by Management.
10. Participates in and facilitates visual directives including monthly store sets and merchandise replenishment.
11. Assists in the development of store associates; interprets Key Performance Indicator reports and delivers coaching as needed; provides feedback to Store Manager for associate performance appraisals and evaluations.

**Education:**
1. Must be 18 years of age or older
2. High school diploma or equivalent
3. Minimum 3 years prior retail or sales management experience preferred
4. Excellent communication, verbal and written skills
5. Able to travel to stores throughout the district
6. Excellent customer service skills
7. Knowledge of administrative aspects of store operations
8. Communicate with customers, standing and maneuvering around sales floor and stockroom, operate register, lift and carry 30 pounds, hand / fold merchandise, climbing, reaching, pushing / pulling
9. Regular attendance is essential to this position in order to ensure adequate coverage to meet company objectives. Ability to work a flexible work schedule, including nights, weekends, and holidays is required.

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