

Square Deal Mattress Factory Sales Representative Position Needed. We are looking for a **Retail Sales Representative to provide excellent customer service and meet sales quotas for our business.** Candidates with strong communication skills who can make customers feel welcome in our store will stand out. You will help identify client needs, present and answer questions about our products and services and recommend some assistance as they Goldlocks their way through mattress and furniture testing.

Retail Sales Representative responsibilities include:

- Greeting and directing customers in the store and via telecommunications
- Providing accurate information (e.g. product features, pricing and after-sales services)
- Answering customers' questions about specific products/services
- Ensuring product display and inventory levels are fully stocked.
- Maintaining a clean showroom and display of products
- Provide customer feedback to the Store Manager
- Stay up-to-date with new products/services
- Ability to work well together with other team members.

Job brief:

We are looking for a Retail Sales Representative to provide excellent customer service and meet sales quotas for our business.

Candidates with strong communication skills who can make customers feel welcome in our store will stand out. You will help identify client needs, present and answer questions about our products and services and recommend solutions. A positive attitude and a desire to promptly resolve potential customer issues or complaints will make you successful in this role.

Ultimately, you will ensure that customers leave our store satisfied and you will contribute to the store's profitability.

Responsibilities

- Organize office and assist associates in ways that optimize procedures
- Create and update records ensuring accuracy and validity of information
- Schedule and plan deliveries and appointments
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading sales material, and conducting research into emerging products.
- Compute product costs by analyzing labor, material, and time requirements.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Contributes to team effort by accomplishing related results as needed.
- Effectively communicates with guests in-person, over the phone, and via email in an upbeat and professional manner.
- Prepare detailed reports on inventory operations, stock levels, and adjustments.

Skills:

- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Excellent organizational skills, ability to prioritize, and comfortable working independently.
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills.
- Strong analytic abilities
- Working knowledge of Excel spreadsheets and word processing programs
- Computer, phone, and point of sale experience required.
- Bilingual (English/Spanish) preferred.
- Creative design in Canva and/or Adobe Creative Suite
- Create and curate content for our digital site and social media platforms.
- Familiar with Intuit Quickbooks Retail or Manufacturing and Wholesale

Requirements:

- High School Diploma or equivalent
- Associates Degree preferred
- 2 years experience in Retail Sales, Office Administration, or similar roles preferred
- Availability for flexible daytime shifts and weekends
- Full time availability preferred

We would love to meet you! Please drop your resume off at the store at 1354 Humboldt Avenue, Chico CA Monday through Friday.