

Carroll County Coop – Tazewell & Wytheville Branches are looking for a **part-time seasonal Customer Service Associate**. The ideal candidate will have 6+ months in retail experience, have an agriculture background, and be outgoing and friendly with integrity.

Essential Job Functions

- Greets customers in a welcoming and professional manner in person or over phone.
- Processes checkout/exchange/return transactions utilizing cash registers and credit/debit card terminals.
- Makes genuinely helpful recommendations to customers and identifies opportunities to sell additional merchandise or services.
- Replenishes merchandise and faces products on shelves to ensure a neat and professional presentation according to store procedures.
- Works safely as to not cause harm to self, customers, co-workers, equipment or inventory.
- Monitors entrances and exits in an effort to promote store safety, security and to minimize merchandise loss.
- Performs daily housekeeping duties according to procedures to ensure a neat, clean and welcoming environment.
- Performs all other job functions as assigned.

Requirements

- Able to consistently demonstrate customer-focused interpersonal skills, communicate in a positive and professional manner
- Able to learn and consistently demonstrate knowledge of facility guidelines and standard operating procedures for handling cash and utilizing point of sale equipment
- Able to learn and effectively apply knowledge of a variety of store merchandise to correctly answer general customer questions and make recommendations
- Attention to detail to perform check-out, exchange and return transactions, handle cash accurately and maintain awareness of merchandise to reduce incidences of loss
- Ability to operate cash register and debit/credit card machine
- Ability to work defined work schedule, which may change from week to week, and to report to work on time is required
- Ability to work extended hours to meet business demands
- Reliable transportation