

Job Title: Retail Associate

Location: Galleca Interior Projects Road No 12 Banjara Hills

Experience: 0–2 years

Department: Retail Operations

Reporting To: Store Manager

Role Overview:

We are seeking a **well-spoken, disciplined, and customer-focused Retail Associate** to join our dynamic store team. This role requires individuals who can deliver excellent customer service, maintain store standards, and strictly adhere to company policies and values.

Key Responsibilities:

- **Customer Engagement:**
Greet customers with a friendly attitude, assist with product selection, and provide detailed information on offerings.
 - **Sales Support:**
Actively contribute to achieving sales targets by delivering a high-quality shopping experience.
 - **Operational Discipline:**
Follow company norms, standard operating procedures, and store guidelines at all times.
 - **Billing & Transactions:**
Handle POS systems for billing, returns, and payments with accuracy and efficiency.
 - **Store Maintenance:**
Ensure merchandise is well-stocked, neatly displayed, and the store is clean and organized.
 - **Team Collaboration:**
Work closely with team members to support smooth daily operations and customer satisfaction.
 - **Complaint Handling:**
Address customer concerns professionally and escalate unresolved issues to the store manager.
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Requirements:

- Graduate in any stream
- 0–2 years of experience in retail, customer service, or related roles
- Strong verbal communication and interpersonal skills
- High level of personal discipline, reliability, and grooming standards

- Ability to work flexible shifts, including weekends and holidays
 - Basic familiarity with retail POS systems is a plus
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Ideal Candidate Attributes:

- Positive and respectful attitude
- Quick learner with attention to detail
- Team player who takes initiative
- Committed to delivering excellent service and upholding brand image