**Retail Sales Associate**

**Job Type**- Full-time

**Description:**   
Meldrim's Paint is a locally owned paint store known for high-level customer service, knowledge and experienced team, with the largest selection and inventory at the lowest prices. We have been serving professional painting contractors, designers, homeowners, industrial and architectural accounts in the Cortland and surrounding areas since 1927. We recently expanded into the Ithaca market officially with an additional store in October 2022. We are proud to continue to deliver the specialized knowledge and attention that you simply won't find in a chain store.

**What we are looking for:**

Meldrim’s Paint is currently recruiting for a Retail Sales Associate. This position provides superior service to all customers and assists the management team as needed. We are currently hiring for our Cortland and Ithaca locations.

**Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representation of the knowledge, skill set, and ability required.

* Greet, engage and assist all customers in a professional and timely manner upon them entering the retail store.
* Answer customer phone calls promptly and in an appropriate manner.
* Passionate about making a difference in the customers day
* Operate and contribute to a happy and positive working environment
* Provide knowledgeable assistance to customers with all product lines and services offered by the retail store.
* Assist store managers with outside sales calls when necessary.
* Determine a customer’s needs by asking questions and listening to the customer’s response.
* Suggestively sell additional merchandise to the customer assisting the customer in completing their projects.
* Actively participate in all provided training programs offered by the retail store.
* Maintain merchandising standards established by store managers and /or operational managers including product displays and promotional displays etc.
* Actively participate in store activities including stocking shelves, carrying merchandise out for the customer.
* Present a professional, neat appearance, maintain a good attendance record and arrive to work at the scheduled time.
* Smile like your job depends on it.
* Participate in all daily housekeeping responsibilities that include interior/exterior maintenance, product organization, etc.
* Accurately complete all opening and closing procedures.

**Requirements**

* A minimum of a high school diploma.
* Demonstrated skills in customer service and negotiating.
* Detail oriented and ability to manage your time efficiently and appropriately.
* Must have strong organizational skills and the ability to multi-task.
* The employee must regularly lift and /or move up to 60 pounds.
* Must obtain a valid driver’s license.

**Salary:**

Starting at $18/hr