



Q U A Y A U S T R A L I A

POSITION TITLE: Sales Lead

REPORTS TO: Shop Manager

DEPARTMENT: US Retail

HEADCOUNT TYPE: Annual Update

SUPERVISES: Sales Associates

EMPLOYMENT TYPE: Part Time

JOB LEVEL: Coordinator

FLSA STATUS: Non-Exempt

SUMMARY OF POSITION:

Drive individual sales and productivity goals through personalized service while demonstrating expertise in product knowledge that supports the Quay vision and brand. The Temporary, Part-Time Sales Lead is scheduled from zero up to 28hrs per week, depending on business need. The anticipated duration of this role is 8 to 12 weeks.

PRINCIPLE ACCOUNTABILITIES:

- Show drive and initiative to ensure personal sales and productivity goals are met
- Demonstrate the ability to style a diverse group of customers with eyewear and accessories
- Consistent sales floor presence, talking with customers and associates to ensure the best service is provided consistently through effective floor supervision
- Coaching and developing sales associates to ensure high performance and productivity at all times
- Ability to foster a diverse team and flex leadership style when interacting and managing employees with different skills and responsibilities
- Prioritize and multi-task, while being attentive to customers
- Remaining flexible to the needs of the business
- Contribute to a positive and healthy work environment in which people want to do their best
- Exhibit a professional and fashion-forward image while representing the brand
- Ensure brand image is showcased in visual presentation standards
- Keep current on fashion, market trends and product knowledge
- Provide valuable merchandise and customer feedback to store management
- Compliant with company policy and procedures ensuring operational efficiency
- Minimizing loss by ensuring all loss prevention procedures are followed
- Meet assigned deadlines when completing store tasks and projects
- Ensure store maintenance, cleanliness and safety standards are adhered to at all times

Budget Owner: No

Fiscal Accountabilities:

Personal and store sales and KPI goals

Key Working Relationships:

Shop Manager, Assistant Shop Manager, Sales Leads, Sales Associates

Required Skills & Experience:

- High School graduate or equivalent
- Minimum 3 years of experience in fashion sales and leadership
- Deliver a personalized customer experience

- Perform basic math functions with the ability to use a calculator
- Computer Skills (MS Word, Excel and Outlook preferred)
- Flexibility to work nights, weekends, store openings and closings according to the needs of the business
- Ability to work effectively and cooperatively with coworkers
- Ability to adapt and multi-task in a fast-changing environment
- Ability to communicate, both written and verbal, and have strong listening skills

Travel Requirements:

0% travel

Physical Requirements:

- This position is based in a retail shop environment. Requires standing and walking up to 8 hours per shift
- Requires stooping and kneeling to process and place merchandise as well as reaching and pulling to obtain or stock merchandise from storage
- May be required to climb ladder or stepstool in order to stock and/or acquire merchandise for sale
- Required to lift items weighing 5 to 25 lbs regularly. In certain circumstances, weights may be higher
- Must be able to perform essential functions (with or without an accommodation) without posing a "direct threat" to the health and safety to self or others

The Company reserves the right to alter, change, abolish and even combine jobs depending upon changing conditions.

Please, send your resume to: astrid.gornes@quay.com