



**WESTERN
RANCH
SUPPLY**

Boutique Sales Associate

Job Description

Boutique associates are the backbone of the store. They initiate outstanding customer service and sales by greeting every customer immediately and take an interactive sales approach while helping customers. Boutique associates maintain store cleanliness, appearance, and a positive attitude throughout their time at work.

Key Areas of Responsibility

- » Meet and greet each customer
- » Provide excellent customer service at all times
- » Strong familiarity with changing merchandise
- » Promptly respond to radio calls
- » Complete delegated tasks in a timely manner
- » Display sound judgement with exchanges/ returns consistent with store policy
- » Maintain department
- » Familiar with computer system for inventory
- » Always arrive on time, ready to work
- » Product knowledge
- » Other duties as needed

Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiar with standard retail processes

Physical Demands:

- » Standing for long periods of time
- » Heavy, repetitive lifting (no more than 50lbs)
- » Bending, carrying, pushing
- » Repetitive wrist movements on computer

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



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West End Billings
7305 Entryway Drive
Billings, MT 59101
(406) 252-6692

Downtown Billings
303 North 13th St.
Billings, MT 59101
(406) 252-6692

Great Falls
4000 River Dr. N
Great Falls, MT 59403
(406) 761-2160

The Shop
1615 6th Ave. N
Billings, MT 59101