



JOB POSTING DATE: June 13, 2018

Job Title: Retail Office Associate (Part Time)
Company Name: Bob's Discount Furniture
Address: Wharton, NJ

At Bob's Discount Furniture, we have fun, we love what we do and it shows in our expansive growth! Our Retail Office Associates are the cornerstones of Bob's success. **Retail Office Associates** treat our customers in a cordial, respectful manner and are champions of the "Bob's Way" of delivering a world class customer experience, both in person and over the phone. **Retail Office Associates** are computer savvy, have the ability to multi task, have strong interpersonal skills and are career minded team players that set the benchmark high for true customer service professionals. **Retail Office Associates** are responsible for providing exceptional sales support by processing sales orders accurately and efficiently while maintaining a positive mindset. Our **Retail Office Associates** possess strong customer service skills with the ability to identify root causes in order to assist customers efficiently in a timely manner and with empathy.

Job Responsibilities:

- Enter customer orders into system accurately and completely
- Process payment to proper accounts
- Answer incoming calls and respond to customer queries in a timely and courteous manner
- Schedule deliveries that are convenient for the customer's and comply to Company procedures
- Maintain all open orders and courteously communicate status with customers
- Responsible for security of cash and other legal tender.
- Prepare daily deposits in accordance with Company policies and procedures
- Work daily reports according to Company requirements
- Assist Office Manager when needed
- Assist with café, showroom displays, tagging, and other tasks as needed to help maintain a customer friendly showroom in keeping with the standards of Bob's Discount Furniture

Required Qualifications

- Flexibility to work a 5 day retail schedule that includes nights, weekends (both Saturdays and Sundays for Full Time, either / or for Part Time), and most holidays.
- Solid knowledge and competence on Microsoft Office Products
- Excellent phone manner
- Strong cash handling skills
- Excellent verbal and listening skills, Bilingual is a plus
- Strong interpersonal and human relations skills
- Proven analytical and problem solving skills
- Ability to use sound judgment and decision making
- Good coordination skills

How to Apply:

Please email Dan Belasco, Sales Manager, at Yorbelin.FranciscoParra@mybobs.com.

At Bob's we understand there are many companies you can choose to work for, so, along with exceptional opportunities for career growth we offer a fun and team oriented work environment and great benefits!

The Benefits and Perks

- *Feeling under the weather, we've got you covered! We offer National Health, Dental and Vision coverage*

- *Life insurance – Employer paid basic Life Insurance, with the option to add Voluntary Life Insurance as well!*
- *401(k) Profit Sharing Plan – Generous Company match!*
- *Paid Personal/Sick Days*
- *Paid Vacation, Sick Days, Holidays and your Birthday! After all, your birthday should be a holiday*
- *Employee Assistance Program*
- *Our prices are already low, but why not more! Generous Employee Discount*
- *The flexibility of working a Retail Schedule (weekends, evenings & holidays)*
- *Need a pay advance? Take advantage of Bob's Bail Out Program*
- *Have an unexpected extraordinary expense? Take advantage of Bob's Helping Hand Program. Bob's cares and is here to help*
- *And much more!*