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05 June 2024

Topic: Comparing and contrasting two jobs I have: Retail Associate and office

assistant.

Topic sentence: As a retail sales associate and office assistant, both of my roles

require excellent customer service and involve repetitive tasks, with significant

differences in physical demands, technical skills and working hours.

Compare Retail Associate Office Assistant

Customer Service Skills:

Retail Associate: Negotiation with customers to promote the notion of shopping.

experience.

Retail Associate Office Assistant

Physical Requirements

Working while standing and/or bending over long periods, lifting heavy objects, pushing/pulling heavy weights.

objects.

What an entertaining way to work without having to lift a finger!

Technical Skills

Basic selling system Advanced use of Computers, spread sheet

management and database management

Working Hours

Alongside these, variable working patterns that can encompass night and shift work were of concern.

weekends

Monday-Friday, 9am to 5pm, and weekends only

Conclusion:

Although both jobs are unique in their complexity, the Associate position derives its significance.

that requiring an enhanced degree of stamina and focal skills and knowledge revolving around consumer relations.

contributes to office Assistant enhance the technical and organizational skills.

Observing professionalism and courtesy when dealing with customers and coworkers is important in both the retail sales associate position and an office assistant.

and routine, frequently requiring low-intensity physical exertion, at least moderate levels of technical abilities

hours. Thus, acting as a retail sales associate one may have to deal with customers in order to make a shopping experience positive.

being which actually has a positive impact towards the development of my customer service skills. Likewise, as an office assistant, I contribute

customers and employees with their inquiries and formats, which has enhanced my

plethora of knowledge and opportunity to deliver great service. While it was so, both jobs involved different people; in retail I was interacting with different people.

Every day I interacted with customers on the floor and in the office I met different departments and the customers.

Nevertheless, in terms of physical work requirements, this job is significantly different. Retail association requires long

moving around the operating room, walking and standing and lifting which is a very exhausting activity. However, in the case of the Office Assistant

The job description is rather a desk-bound one, the subject does not actually need to exert much in the way of physical effort at all. Additionally, the technical skills

To effectively meet and manage the contingencies referred to in each job, the contingency requirements for each job are dissimilar. In Raymond Mill I worked as a retail sales associate; for this reason, I was in charge of the base POS.

system, the position that is most closely related to the requirements set in the job description is Office Assistant which involve proficiency on a computer including spread sheet.

and database management. They also work different working hours in that BOL employees work for 8 hours a day while Petros foremen work 12 hours a day. Retail

careers where work is physically demanding or may entail working on night shifts or extra shifts on the weekend, it can be challenging

manage. Conversely, work at Office Assistant jobs is more routine and employment is during weekdays, 9 to 5.

so as to make congestion more predictable and increase the availability of time queuing. Either job, on its own, is relatively challenging; however, both require specific skills in order to be executed properly.

valuable skills and experience. The Retail Associate position emphasizes physical fitness and

customer interaction, while the Office Assistant role enhances my technical and organizational

Since I was involved in both retail selling and office work, the two positions entail proper interpersonal skills.

informed of the physical aspect of the work activities, including service and repetitive tasks while admitting differences in the work content in regard to technical.

skills and working hours. In my working experience, I find myself engaging with customers in order to achieve the objectives that involve the sale of products and services in a retail store.

which eventually offers me an opportunity to foster a positive shopping experience that in turn improves the customer service skills. Likewise, as an office

to the customers and the employees, I provide immediate assistance in answering questions and other things that may concern them as well as assistance in some of their necessities that they face in the organization.

amazingly as a way of enhancing my service delivery to higher levels. Both jobs were different in the people at was involved in since in retail I

encountered different customers on a daily basis and in the LB Office, I interacted with different departments.

customers. Nonetheless, concerning the physical aspect of it, this job has a completly different set of requirements. Retail association

entails walking for long hours and bending over and lifting which makes it physically exhausting. In contrast, the

Meanwhile, the Office Assistant role is less physically demanding in that it requires little physical activity, most of the time you are sitting. Additionally, the

passionate technical skills needed to perform each of the jobs are not the same. As a retail sales associate I [operate the base I copy]

point of sale system, the position of the Office Assistant that involves the use of different computer science tools and skills.

Some of the smaller sub-tasks that are part of the larger field include spreadsheet and database management. It’s also worthy to note that the working hours also differ for these roles.

significantly. It is common in retail work to take shift work, meaning work during the night or on weekends or during public holidays.

It can be challenging to govern when societies are hindered by these factors since they can destabilize social structures that are crucial for orderly running of the societies. In contrast, Office Assistant jobs are known to have a routine of working from Monday through to Friday, in most cases from 8 am to 5 pm. Some are realize as work days, while others denote a more regular and thus more easily predictable schedule. Both jobs however, but require a lot of hard work and dedication to complete adequately.

Ariadne: As far as each candidate has his own way, some positions offer certain skills and experience. In addition, the Retail Associate position is relatively oriented towards the provision of basic services.

and customer relations as the Physical Trainer improves physical fitness while the Office Assistant improves technical and organizational skills. This, however, has improved my professional exposure by offering a very different working experience being able to teach me that it is not restricted to a particular position or level in the organization but can be valuable for growth and advancement.