Helen Shembo  
Brewer Alexandra  
WRI 0105  
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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: Liaising with customers to ensure a positive shopping

experience.

Retail Associate Office Assistant

Physical Requirements

Standing for long periods, carrying heavy

objects.

Party work, minimal physical effort.

Technical Skills

Basic selling system Advanced computer skills, spreadsheet

management and database management

Working Hours

Irregular shifts including nights and

weekends

9-5 hours only, weekends only

Conclusion:

While both jobs are demanding in their own way, the Associate role provides valuable

skills and experience emphasizing physical endurance and customer interaction, while

the Office Assistant role enhances my technical and organizational skills.

My role as a retail sales associate and office assistant both required excellent customer service

and involved repetitive tasks, with varying physical requirements, technical skills and working

hours. As a retail sales associate, I often interact with customers to ensure a positive shopping

experience which enhances my customer service skills. Likewise, as an office assistant, I help

customers and employees with their questions and administrative needs, further improving my

ability to provide excellent service. Both jobs involved different people; in retail I met different

customers every day and in the office I worked with different departments and customers.

However, the physical demands of this job are quite different. Retail association requires long

periods of standing and heavy lifting, which is physically tiring. In contrast, the Office Assistant

role is more sedentary, involving minimal physical exercise. Additionally, the technical skills

required for each job are different. As a retail sales associate I operated the base point of sale

system, the role of Office Assistant which requires advanced computer skills such as spreadsheet

and database management. The working hours for these roles also differ significantly. Retail

work often involves irregular shifts, including nights and weekends, which can be difficult to

manage. On the other hand, Office Assistant jobs have a regular 9-5 schedule, come work days,

and provide a more predictable schedule. Both jobs, while demanding in their own way, provide

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

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

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own way, provide valuable skills and experience. The Retail Associate position emphasizes

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

and organizational skills. This contrasting experience enriched my professional opportunities by

showing me how different roles can contribute equally to personal and career development.