1. Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
2. Maintained strong vendor connections, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.
3. Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
4. Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
5. Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
6. Trained new associates on cash register operations including opening, conducting customer transactions and balancing drawer.
7. Increased retail space by [Number] square feet by improving gross profits by [Number]%.
8. Answered questions about store policies and concerns to support positive customer experiences.
9. Motivated employees to success and pointed out areas of improvement, which bolstered efficiency rates by [Number]%.
10. Maintained customer satisfaction while handling [Type] product returns quickly and professionally.
11. Recruited, hired and trained over [Number] new team members in [Timeframe].
12. Liaised with sales, marketing and management teams to develop solutions and accomplish shared objectives.
13. Developed growth strategies for network of [Number] stores.
14. Opened and closed store independently when needed and prepared nightly bank drop for manager.
15. Oversaw employee performance, corrected problems and increased efficiency to maintain productivity targets.
16. Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.
17. Effectively allocated tasks during high-traffic times to keep operations running smoothly and employees focused.
18. Increased sales [Number]% by offering advice on purchases and promoting additional products.
19. Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
20. Boosted sales rates [Number]% by checking for and locating requested items in inventory system.