

## **JOB POSTING – WELLNESS CLERK**

We are currently accepting applications for a Wellness Clerk. If you would like to apply for this position please apply in person no later than **May 11, 2019**.

### **JOB SUMMARY:**

To maintain pricing, stocking, and rotation of department merchandise; to provide superior customer service. To ensure the highest level of service possible to Wildberries Marketplace internal and external customers. Maintain well stocked, organized, attractive, and clean shelves, displays, and aisles. This position requires working during busy retail times, which include weekends, afternoons, and evenings.

### **ESSENTIAL FUNCTION**

- Serve Department product line to customers courteously and efficiently;
- Adhere to DSHEA Act protocols;
- Receive, price mark, stock and rotate department merchandise;
- Complete POS worksheet per instructions;
- Display department merchandise as directed;
- Maintain department sanitation;
- Handle damaged and/or out of date products as per department procedures;
- Assist in departmental inventories as directed;
- Report security concerns immediately;
- Receive and place in storage incoming department product and supplies;
- Assist in department training when assigned;
- Meet/work with other Team Members to achieve Team/store goals;
- Adhere to store merchandising standards, product facing standards, and supplement discussions standards;
- Handle customer questions;
- Be knowledgeable of products to educate customers. Do not give medical advice;
- Stock products to ensure rotated product;
- Put remaining product away in back stock;
- Accurately record credits, losses, and transfer;
- Attend product line training; and
- Other duties as assigned.