

# JOB POSTING

High Rock Farm Market

Role	Retail Manager	Location	Albertville, AL
Status	Open role ▾		

## JOB SUMMARY

The **Retail Manager** is able to work in a fast-paced environment, learn about the products, and engage with customers in a friendly and professional manner. They will be joining a small but mighty team committed to providing excellent customer service and driving sales through product expertise.

This role is open to candidates of all backgrounds and abilities.

## JOB RESPONSIBILITIES

Key area	Tasks
Customer service	Engage with customers in a positive, approachable and respectful manner.
	Assist customers with product inquiries, providing in-depth product knowledge and suggestions based on their needs. Inform customers about promotions and specials running.
	Handle customer concerns, ensuring a high level of satisfaction by resolving issues promptly.
Data Entry	Accounts receivable and accounts payable entry.
	Recording daily sales and managing inventory.
	Demonstrate effective problem solving and analytical skills.
Merchandising	Assist in inventory control by conducting stock checks. Maintain store cleanliness, keep stock organized and well presented.
	Reporting to management when restocks are needed. Must be able to frequently lift up to 50 lbs at a time.

# QUALIFICATIONS

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## Educational and Experience

- High School Diploma
- Previous experience in retail, customer service or sales is preferred, but not required.
- Knowledge of Quickbooks and Clover is preferred.

## Skills & Competencies:

- Strong communication and interpersonal skills, with the ability to engage customers in a professional and friendly manner.
- Basic knowledge of inventory management.
- Ability to work in a team environment and collaborate with other employees.



### Interested?

Please send resumes to [kayla@highrockfarmllc.com](mailto:kayla@highrockfarmllc.com).