

# Belk – Holiday Seasonal Positions Available!!

This holiday season Belk is offering multiple exciting seasonal opportunities

Positions are Available in: **Sales, Beauty, General, Pick, Pack and Curbside Pickup Associates**

**To Apply:**

**[belk.com/careers](https://belk.com/careers). Once on that site please search for EVRGRN21-00339-1 and apply.**

At Belk we have a vision to reimagine the department store. As a Seasonal Associate, you will drive store sales, metrics and execution through providing excellent customer service to every customer. You will work closely on a team that cares for our customers in an environment where we thrive by winning together. Positions and job responsibilities are cross functional and support an omni channel selling model that allows our customer to shop anywhere, anytime.

## **Essential Functions:**

- Proactively greets and engages customers in a professional and friendly way.
- Maintains Belk professional dress standards and appearance.
- Supports the store to meet or exceed goals and metrics.
- Works professionally and pleasantly with co-workers, customers, and managers to accomplish defined tasks.
- Works proactively with others to complete projects.
- Follows policies & procedures in the associate handbook.

## **General Associate:**

Associates in this group will be working in a cross functional capacity that covers sales, operations or a functional support role.

- Prioritize the customer and demonstrate “every task is interruptible” to assist when needed or necessary.
- Drive to achieve or exceed personal and store metrics.
- Comfortable using technology coupled with service skills to sell to customers.
- Merchandise new receipts on the sales floor following company guidelines while interpreting the directives to best align with the brand and your store architecture
- Perform duties such as maintaining store standards, including rotation of products, displaying merchandise properly, pricing and signing, and restocking as necessary
- Follow the operational processes to ensure new merchandise is unpacked, displayed and signed in a timely manner.
- Follow procedures for all systems including counts, markdowns, re-tickets and inventory control.

## **Pick, Pack & Curbside Associate (Omni Focus):**

Associates in this group will be working on a team that supports our Omni channel selling focus. Job expectations could be as follows:

- Drive sales growth and profitability through the Fulfillment and shipping, Buy Online Pickup in Store (BOPIS), and

## **Amazon Pick Up.**

- Check whiteboard prior to and during shifts to understand daily goals, priorities and picking information.
- Create individual pick list with 60 unit minimum, finding items within 1 ½ minutes.
- Maintain a pace during your shift that will result in achieving your picking goal per hour.
- Proficient in all Manhattan system functions and packing standards.
- Perform quality check on all merchandise including ensuring sensor tags are removed.
- Responsible for packing all orders accurately and securely so product does not sustain damage during shipment.
- Achieve hourly packing productivity rate of 60 units per hour.
- Be friendly to our customers and provide an outstanding customer experience.
- Follow all safety guidelines for Curbside customer experience.
- Maintain adaptability to shift between tasks based on queues and needs of the business.
- Technology proficiency in business-related computer equipment and software including order fulfillment technology.

## **Beauty Associate:**

Associates working on this team will work cross functionally in our Beauty department; selling different vendors, filling .com orders and providing consultations to our customers.

- Drive to achieve or exceed personal and store metrics.
- Comfortable using technology coupled with service skills to sell to customers.
- Utilize Belk/Store promotional calendar to maximize sales and department events.
- Demonstrate excellent selling skills and customer service standards.

- Greet all customers warmly, sharing cosmetics services to enhance their visit.
- Maintain floor and stock areas properly in accordance with store standards in presentation and hygiene

**Requirements.**

Education / Experience Requirements:

Position Contribution Level: Entry Level

**Minimum Education & Experience:**

- No education requirement
- Experience in retail preferred

**Preferred Education & Experience:**

- High School Diploma or GED equivalent
- Experience in retail preferred
- Communication skills

This role may be a fit if you have the following experience:

- Retail or customer service experience
- Displays a passion for retail and fashion
- Adapt to change efficiently
- Has the ability to use technology to enhance core selling skills

**Physical Requirements:**

- Ability to use computer keyboard, touchscreen monitor, handheld devices, standard telephone and other related business equipment.
- Hand manipulation to remove sensor tags
- Ability to push / pull 100-500 pounds when moving stock carts
- Task demands vary in each department because of the different types of merchandise. Stocking requirements can involve reaching above & below shoulder level and lifting 25-50 pound boxes.
- Ability to use computer keyboard, touchscreen monitor, handheld devices, standard telephone and other related business equipment.
- Hand manipulation to remove sensor tags

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