

HELP WANTED ADS - SALES



When an employer needs to hire a worker, the employer will write a job description to let job seekers know: 1) Description of business. 2) Job title. 3) Job duties. 4) Education, skills, and work experience needed (known as qualifications). To learn how to read help wanted ads, study these online job opening descriptions for sales jobs.

DESCRIPTION OF CARS-R-US:

We are a national-wide network of dealerships for new and pre-owned cars, trucks, and recreational vehicles. Cars-R-Us provides excellent training that enables you to showcase your ability to sell in a sales environment that is friendly, no-haggle, and low-pressure for customers. Sales Consultants spend 95% of their time on sales floor greeting customers, telling customers of our services, and creating match between the customer's needs and our auto inventory. Don't have automotive sales experience? No worry. At Cars-R-Us you'll enjoy top-notch training with your own personal sales mentor trainer.

Job Title: SALES CONSULTANT

Job Description: Provide outstanding sales service to customers. Communicate clearly in-person, over phone, and online to discover the customer's wants and needs. Must use social media as a selling tool. Complete steps of the sale: trade-in vehicle appraisal, give test drives, and submit finance applications. Demonstrate excellent teamwork. Maintain sales area so our vehicles and products are neatly and accurately displayed.



Job Qualifications: High school diploma or equivalent. One to two years work experience in jobs dealing with the public such as sales associate in retail store or customer service in restaurant. College classes or Certificate in Sales, Business, or Social Media Advertising are an added plus. Microsoft Word and Excel skills. Top Personal Skills (TPS) needed by Sales Consultants are: 1) Ability to build quick friendship with all types of people. 2) Positive attitude about job duties, team members, and customers. 3) Product knowledge of cars, trucks, and recreational vehicles. 4) Excellent listening skills. 5) Excellent observation skills to know what's going on with customers at all times. 6) Confidence in ability to creatively problem solve for customers wants and needs.

Pay: \$10/hour basic pay plus commission on car sales. With commissions, Sales Consultants average \$48,250/year.

How to Apply: Download application form from our website. Return the application in person to the dealership for which you want to work. Attach the following to your completed application: resume, two reference letters, copy of drivers license, and copy of Certificates earned. Substance abuse test is required.



DESCRIPTION OF TRAVEL INTERNATIONAL: We are looking for energetic, sales driven, friendly, and motivated persons to join our Travel Agent Trainee Team! Travel International Agents create unique and enjoyable vacation experiences for our valued customers. You will be part of a highly skilled team of travel specialists who are committed to delivering outstanding service with each customer.



Job Title: TRAVEL AGENT TRAINEE

Job Description: Sell international travel packages and U.S. travel packages that include cruises, air, and land travel. Eliminate customers' stress by planning an enjoyable vacation for our customers. Plan every detail of a customer's trip as if it were your own trip. Develop long standing relationships with customers to build referrals to their friends and repeat business. Cross sells related products to enhance the trip experience such as travel credit cards and travel insurances.

Job Qualifications: High school diploma. Two years work experience in retail or banking. Social media skills. Microsoft Office. Keyboard speed of 40 WPM. You must pass criminal background check and pass hair sample substance abuse screening. Available to work some evenings. Creative thinking and problem solving skills. Ability to work independently and as a team member.



Pay: Salary plus sales commission averages about \$33,755 per year. You will be evaluated to determine skills in sales, customer service, up-selling, cross-selling, and meeting goals. Successful evaluations may result in promotion to assistant manager.

How to Apply: Go to our website to complete online application. Be prepared to submit: Names of 3 personal references, Resume, Drivers License copy, Keyboard Speed Certificate. You may submit other Certificates or Letters of Recommendation.

QUICK CHECK:

1. List 4 things about a job opening that employers let job seekers know.
2. a) List the 3 things that you will showcase in the customer environment. b) Sales Consultants spend 95% of their time doing what 3 things?
3. a) You need to communicate clearly to discover what? b) What do you use as a selling tool? c) List 3 steps of the sale. d) How should sales area be maintained?
4. a) List 2 types of work experience jobs that deal with the public. b) List one college class that is an added plus. c) Briefly list the 6 Top Personal Skills (TPS) needed by Sales Consultants.
5. a) What is basic pay per hour? b) What do Sales Consultants average per year? c) How much is this per week? (52 weeks in year). d) How much is this per hour for a 40 hour work week? DEEP THINK: e) Therefore, sales commissions will add what amount of money to the \$10 per hour basic pay?
6. a) What 4 words describe type of person Travel International is looking for to join their Trainee Team? b) List 2 types of travel packages you will sell. c) How will you eliminate customers' stress? d) What 2 things will long standing relationships with customers build?
7. Why do you think work experience in retail or banking is helpful for the Travel Trainee job?
8. What 2 things must you pass?
9. Why do you think creative thinking and problem solving skills are important for Travel Trainees?
10. a) You will be evaluated to determine skills in what 5 areas? b) In what may successful evaluations result?
11. a) How do you apply for Travel Trainee job opening? b) Be prepared to submit what 4 things? c) What else may be submitted?