

Breaking Down Job Tasks to Find Skills

Here is a list of job tasks, taken from a recent job posting for a Retail Associate in a large retail chain store. How can we identify what transferrable skills are required to complete these job tasks?

<p>Meet, greet and thank customers</p> <p>Provide friendly, courteous and informed service about hardware, woodworking, plumbing, electrical and paint</p> <p>Guide customers to location of products</p> <p>Suggest value-added and related products</p> <p>Operate paint computer and mix paint</p> <p>Stock shelves and display areas</p> <p>Keep stock clean, faced and orderly</p> <p>Locate products in the warehouse</p> <p>Control inventory accuracy and identify and report low stock</p> <p>Keep informed of promotions and in-store deals</p> <p>Maintain professional appearance (uniform, hygiene, grooming and name tag)</p> <p>Adhere to company, store and department policies</p> <p>Follow store health & safety program and observe provincial occupational health & safety regulations; report any observed or potential hazards immediately</p> <p>Participate in meetings and all training, as required</p>	
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You can now use these skills in your cover letter and resume to show the employer you have what you need to get the job done!