



Vendor/Seller

Description

Vendors/sellers are in charge of managing the stocks in stores, distributing and exhibiting goods at the point of sale, they make acquisitions and take over the goods from suppliers, ensure warehousing and storing of goods in accordance with regulations, and they sell the goods. They have good knowledge of the range of goods they are selling, provide information about every individual product, and they carry out direct sales of goods. They sort and exhibit goods in a way that facilitates the purchase for the buyers, attach price-tags next to each individual products, keep records about special offers and discounts, and they make inventory of the sold, received, and ordered goods. Their work tasks also include the maintenance of hygiene in the retail facility so that customers feel comfortable in the retail facility, and they carry out quality control of goods in warehouse and proper warehousing of goods. An important part of the vendor's work is daily communication with customers, direct sales, collection of payment, packaging, providing information about the characteristics of goods, advising the buyers with regard to purchasing specific products and informing them about good and bad aspects of the products.

Considering that they have daily contact with customers, it is important that vendors/sellers have good communication skills, be supportive and willing to help. It is necessary that they express themselves in a clear, concise, and comprehensible manner, and it is preferable that they speak a foreign language. On the other hand, the collection of payment for the sold goods requires preciseness and concentration. Vendors need to have good organisation skills because they often work fast and within a time constraint. Teamwork is also important. Vendors mostly work in shifts and in standing position, and they often need to carry heavy weights when they take over or warehouse the goods.

Desirable traits/requirements

- Good communication skills
- Politeness and willingness to help
- Preciseness
- Being organised
- Teamwork skills and flexibility
- Responsibility and reliability

Positive aspects:

- Vendor's job is versatile and no one day is like another. Fields of work in trade are different. Vendors maintain daily communication with their customers.

Negative aspects:

- Vendors usually stand for long hours; they often work on weekends and during holidays. If there is a huge crowd in the retail facility, you need to work quickly and under pressure. Communication with customers can be demanding.

Career path/field of work

To do the vendor's job, you need to finish a three-year secondary vocational school.

Vendors work in different kinds of retail facilities: markets, sports equipment stores, domestic appliance stores, bookstores, etc.