Sales Associate/Technician   
Are you looking for a great opportunity to develop your leadership and sales talent with a company known for upward mobility?

Some of the responsibilities the applicant will partake in are:

**Sales:**

* Assess customers’ needs and provide assistance and information on product features
* Maintain in-stock and presentable condition assigned areas
* Remain knowledgeable on products offered and discuss available options
* Count and record the money in cash drawers at the beginning and end of shift to ensure that amounts are correct and that there is adequate change
* Count and record inventory on shelf at the beginning and end of shift to keep track of what’s going in and out of the store
* Maintain clean and orderly checkout and work station areas
* Establish or identify prices of goods and services
* Ensure high levels of customer satisfaction through excellent sales service

**Technician:**

* Perform routine inspection, testing, and repair on smart phones and other devices
* Accurately document repairs and parts information on repair tracking documents / work orders and in point of sale computer tracking system
* Dismantle old electronic devices for OEM parts
* Read and translate repair documents and videos. Share experiences and learning's with other technicians throughout the company via online forums and electronic media
* Interact with customers as needed, providing exceptional customer service.
* Keeps work area clean and sterile.
* Performs other duties as required by management, including cleaning of work areas, bathrooms and office environment

At iGeeks, you don’t need to have a certificate or a related major to become part of our team, however there are a few requirements:

* Must be a tech-savvy person who has a strong interest in taking things apart and rebuilding them
* Good memorization skill
* Strong communication skills
* Knowledge of different device operating system and how they function
* Enjoy working on electronic gadgets -- we will train you on the procedures and processes
* Must be detail-oriented and capable of multi-tasking
* Someone with great time-management skill who can prioritize tasks respectively
* Responsible

If this sounds like you please send us your resume, 3 references and a paragraph or two describing why this might be a good fit for you!