



## CAREER PROFILES

### Retail Salespersons:

**Retail Salespersons** sell, rent, or lease a range of technical and non-technical goods and services directly to consumers.

### Wage/Salary Information:

\$28,250 is the median annual salary found in local job-postings.

\$12.15/hour is the median wage reported locally.

### Commonly Listed Skills in Job Postings:

- Customer service oriented
- Oral and written communication
- Teamwork
- Detail oriented
- Sales experience
- Problem solving
- Self-motivated
- Adaptability
- Creativity
- Marketing
- Work independently
- Multitask
- Microsoft Office
- Freight
- Organizational skills
- Time management
- Computer use
- Management
- Bilingual
- Interpersonal

### Job Duties:

Retail Salespersons greet customers and discuss type, quality and quantity of merchandise or services sought for purchase, rental, or lease and advise customers on use and care of merchandise, and provide advice concerning specialized products or services. Retail Salespersons estimate or quote prices, credit terms, trade-in allowances, warranties, and delivery dates. They prepare merchandise for purchase, rental, or lease and prepare sales, rental or leasing contracts and accept cash, cheque, credit card, or automatic debit payment.

Retail Salespersons also maintain sales records for inventory control and operate computerized inventory record keeping and re-ordering systems.

### Working Conditions:

Retail Salespersons and Sales Clerks typically work indoors, though some sales (i.e. car sales) involve working outdoors. Hours tend to be irregular but flexible. Employees often work weekends, evenings and holidays.

Workers typically stand for long periods and may need permission to leave the sales floor. They spend most of the day working directly with the public, answering questions and selling goods and/or services.

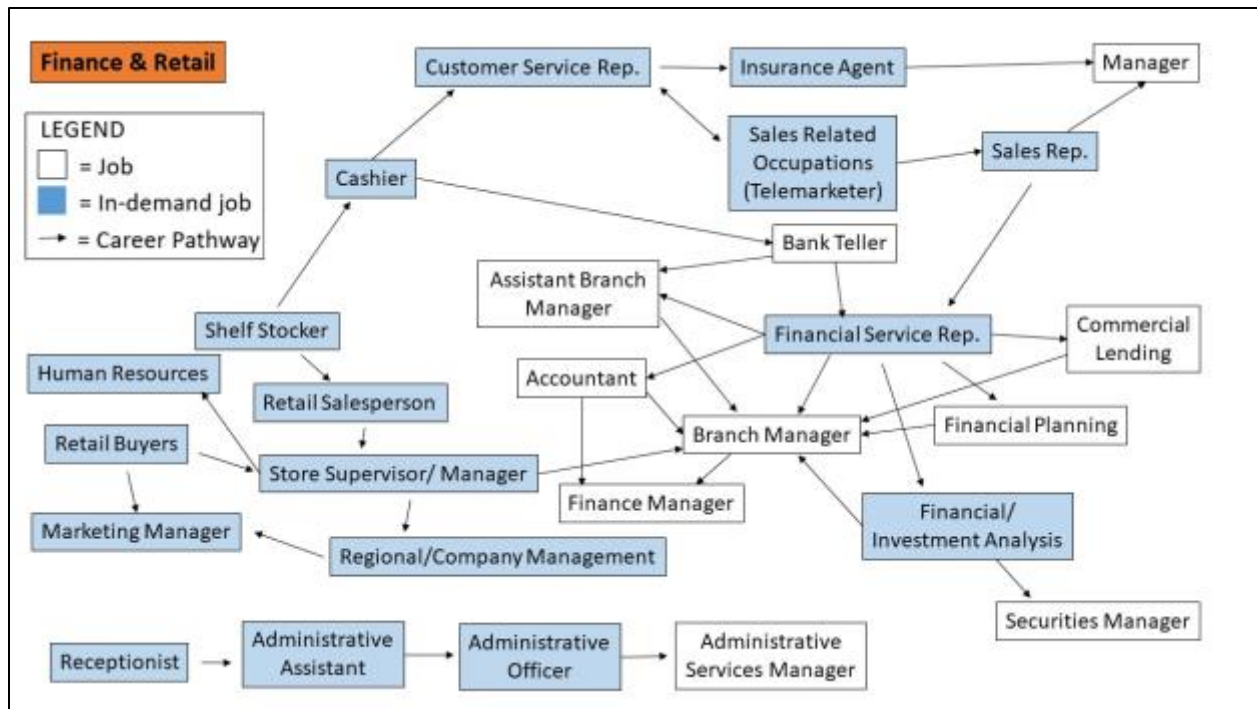
Staff may have to stay after closing to clean and organize the sales floor for the next day. Some workers may lift and package or bag heavy products.

### Career Pathways:

With additional training or experience, progression to a Store Manager or Retail Supervisor is possible. Depending on the size of the company, progression to a regional/provincial manager is possible. In some retail companies, it is also possible to move into team training positions.

Retail Salespersons are employed by stores and other retail businesses, as well as wholesale businesses that sell on a retail basis to the public. Below are potential career pathways for Retail Salespersons:

- Audio Equipment Salesperson
- Automobile Salesperson
- Car Rental Agent
- Clothing Salesperson
- Computer Salesperson – Retail
- Counter Clerk – Retail
- Department Store Clerk
- Furniture Salesperson
- Hardware Store Clerk
- Jewellery Salesperson
- Retail Sales Associate
- Retail Sales Clerk
- Retail Salesperson



### Education and Training Pathways:

If you're interested in becoming a Retail Salesperson, you can acquire training/education locally at any of the following institutions.

#### Canadian College of Health, Science, and Technology:

#### **Business Administration and Project Management**

**Admission/Eligibility Requirements:** Unknown

**Academic Credential:** Business Administration & Project Management Diploma

**Professional Certification:** Opportunity to earn PMP Associate Level Accreditation

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 39 weeks (720 hours)

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

<http://www.cchst.net/business-administration-and-project-management-program/>

College Boreal:

**Business**

**Admission/Eligibility Requirements:**

- OSSD, ACE certificate, or its equivalent in another province, or adult student status
- 1 French credit: FRA4C, FRA4U, or equivalent
- 1 mathematics credit: MCR3U, MCF3M, MAP4C, MCT4C, or equivalent

**Academic Credential:** Ontario College Diploma

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 semesters

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/business/>

St. Clair College:

**Advertising & Marketing Communications Management**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 year

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61

- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 201 Riverside Drive West, Windsor, N9A 5K4

For more information on this program, please visit:

<http://www.stclaircollege.ca/programs/postsec/advertising/>

### **Business – Marketing**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Two Year - Ontario College Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** full-time

**Program Length:** 2 year

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,804.05
- Total: \$7,745.66 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/business\\_marketing/](http://www.stclaircollege.ca/programs/postsec/business_marketing/)

### **Business Administration – Finance**

**Admission/Eligibility Requirements:**

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 6 semesters

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Unknown

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_finance/](http://www.stclaircollege.ca/programs/postsec/busadmin_finance/)

### **Business Administration – Human Resources**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_hr/](http://www.stclaircollege.ca/programs/postsec/busadmin_hr/)

## **Business Administration – International**

### **Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

### **Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_international/](http://www.stclaircollege.ca/programs/postsec/busadmin_international/)

## **Business Administration – Marketing**

### **Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_marketing/](http://www.stclaircollege.ca/programs/postsec/busadmin_marketing/)

[triOS College:](#)

**Business Administration**

**Admission/Eligibility Requirements:**

- High School Graduation Diploma or Mature Student Status
- In addition, an entrance assessment must be successfully passed

**Academic Credential:** Business Administration Diploma

**Professional Certification:** Unknown

**Attendance:** In-Person

**Full-time or Part-time:** Full-time

**Program Length:** 34 weeks (850 hours)

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=DiplomainBusinessAdministration>

[University of Windsor:](#)



## **Business Administration**

### **Admission Requirements:**

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

**Academic Credential:** Degree - Bachelor of Commerce

**Professional Certification:** Opportunity for Information Systems Concentration and Certificate

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 years

**Program Cycle:** Intake for Fall, Winter, Summer

**Program Cost:** \*\$10867.86

**OSAP Eligible:** Yes

**Location:** 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://odette.uwindsor.ca/programs-available>

***Disclaimer:** The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to [info@workforcewindsorsex.com](mailto:info@workforcewindsorsex.com).*