

## **Part-Time Professional Shopper**

### **Personal Shopper Skills and Qualifications**

Personal shoppers should have excellent communication, listening, and customer service skills, as well as the abilities to prioritize tasks and manage their time effectively. Applicants should be able to demonstrate the following abilities:

- **Customer Service** – Personal shoppers should maintain a professional approach with each client and provide the highest level of customer service at all times
- **Communication Skills** – Personal shoppers need to communicate effectively with customers to understand their needs and product selections
- **Time Management** – Personal shoppers must manage their time effectively to meet deadlines and have purchases ready for clients
- **Organization Skills** – Personal shoppers often manage shopping for multiple clients, so it's important that they're organized and able to track what they're purchasing for each customer
- **Computer Literacy** – Personal shoppers will utilize the latest technology to process orders effectively