

# **B**Rural

**BUNGENDORE RURAL SERVICES PTY LTD**

## **Job Description - Retail Salesperson Rural Merchandise & Hardware Casual - Level 1**

**Reports to:**

Rural Sales Manager  
Hardware & Trade Manager

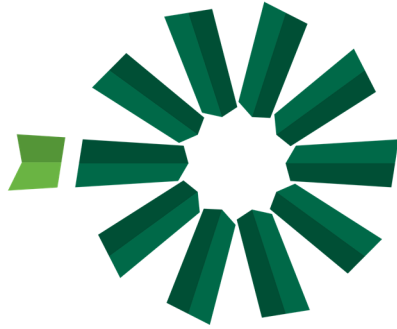
**Key Relationships:**

All retail and trade customers.  
Other retail assistants and yard staff.  
Goods received staff.  
Administration staff.  
Workshop staff.  
Delivery Contractors

**Duty Statement:**

To undertake sales duties in our retail store including:

- Provide superior service to all BRS customers.
- Use point of sale computers to make sales and take customer orders.
- Cash handling, use of EFTPOS technology, processing account sales and account payments.
- Advise customers on the full range of hardware & rural products and actively promote sales within the business.
- Take direction from management, learn and adhere to all sales systems including cash handling, customer orders, shelf displays and deliveries.
- Take responsibility for the display of merchandise on the shop floor.
- Assist in the creation of attractive retail displays for special promotions and sales.
- Retrieval of stock from Goods Received Clerk and replenishment of stock on shelves and shop floor
- Changeover of shelf labels as directed.
- Rotate stock, check for expired stock and ensure accurate shelf labelling.
- Assist in upholding store WHS policy in order to maintain a safe workplace.
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- Assist in rolling stock takes.
- Assist goods received clerk with labeling of stock.
- Assist customers by loading purchases into vehicles.
- Attend field days and other promotional events out of store.
- Assist with cleaning of shop floor and staff facilities.
- In addition to the above may also be required to perform other duties as directed, providing these are within employee competency and training.

**Performance Criteria:**

Performance appraisals will be provided on an ongoing basis or as necessary to ensure satisfactory performance. The employee will be judged on the following criteria:

- Sales performance.
- Manager, customer and supplier feedback.
- Ability to adhere to BRS policies and procedures.
- Demonstrated product knowledge and application of training.
- Attendance to training sessions.
- Punctuality and presentation.
- Professional standards.

**Conditions:**

- Rostered weekend work as required
- Available minimum of 4 weekend days per month
- Public Holidays when rostered
- Week days when required
- Casual hourly rate of pay as per General Retail Industry Award 2010 (including penalties)
- Uniform shirt and jumper supplied
- Superannuation where applicable as per Superannuation Guarantee.

**Training:**

- Required in order to learn the basic product range and basic sales function
- Initial training will be required after school hours, two hours per week for four weeks
- After school stacking of shelves to assist in knowledge of product range and locations of products within the store
- Training is supplied on an on-going basis out of hours and attendance is compulsory