

Job Description - Retail Salesperson Hardware & Rural Merchandise Full Time

Reports to: Manager Rural Sales

Key Relationships: Manager Hardware & Trade.
Service Manager.
Manager Finance and Administration.
Suppliers.
All retail and trade customers.
Other retail assistants and yard staff.
Goods received staff.
Administration staff.
Workshop staff.

Duty Statement: To undertake sales duties in our retail store including:

- Attend to counter sales and telephone enquiries, providing superior service to all BRS customers.
- Advise customers on the full range of hardware & rural products and actively promote sales within the business.
- Use point of sale computers to make sales and take customer orders.
- Cash handling, use of EFTPOS technology, processing account sales and account payments.
- Assist customers by loading purchases into vehicles.
- 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.
- Rotate stock, check for expired stock and ensure accurate shelf labelling.
- Changeover of shelf labels as directed.
- Assist with cleaning of shop floor and staff facilities.
- Retrieval of stock from Goods Received Clerk and replenishment of stock on shelves and shop floor
- Assist goods received clerk with labeling of stock.
- Assist in rolling stock takes.

- Assist in upholding store WHS policy in order to maintain a safe workplace.
- Attend field days and other promotional events out of store.
- In addition to the above may also be required to perform other duties as directed, providing these are within employee competency and training.

Other Duties:

Acting Duty Manager – Weekends (See associated Job Description)

Marketing Assistant. (Assist Managing Director with implementation of multi-media marketing program)

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.
- Upholding safety standards.

Conditions:

- Full time.
- 6 Month trial
- Monday to Friday 9.00am to 5.30pm.
- ½ hr Lunch Break – not paid.
- Rostered weekend work with time off in lieu.
- Hourly rate of pay as per General Retail Industry Award 2010 (negotiable depending on experience).
- 4 weeks annual leave.
- 10 days sick leave.
- Superannuation.
- Uniform supplied.
- Attractive staff discounts.
- Training is supplied on an on-going basis.