

RED LAKE HOME HARDWARE

SALES ASSOCIATE

FULL-TIME

STORE HOURS: **7:00AM to 5:30PM Monday – Friday**
 8:00AM to 5:00PM Saturday

JOB DESCRIPTION:

The Sales Associate provides all point-of-sale functions, including recording and collecting for customer purchases, processing transactions (cash, credit card, debit card) using retail software, keeping accurate record of all cash, in-house charge, and credit card transactions (debit, gift card etc.). The Sales Associate performs all assigned tasks with sufficient speed and accuracy to support store efficiency and a high level of customer service.

DUTIES / RESPONSIBILITIES:

- Greet and verbally communicate with customers, management, and staff both in person and by telephone.
- Operate all point-of-sale equipment, including the cash register, with sufficient speed and with attention to accuracy.
- Follow proper procedures according to store policy regarding returns and refunds.
- Ensure customers have had a positive shopping experience.
- Answer the phone promptly and take messages according to store policy.
- Call when special orders are received.
- Assist customers who need advice, information, or directions.
- Maintain price information (flyers, in-store promotions, etc.) for reference when customer price inquiries arise.
- Be familiar with items in stock and yard inventory, including product use and operation.
- Watch for shoplifting and take action according to store policy.
- Maintain the check-out area and merchandise displays.
- Keep the store tidy; clean the store and check-out area at the end of the shift.
- Tabulate sales at the end of the day and/or end of the shift and remove cash from the register in accordance with store policy.
- Attend store meetings, training sessions, etc. as required.
- Work on additional duties and assignments as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

QUALIFICATIONS:

- Grade 9 or higher.
- Retail experience is an asset.
- Ability to work a flexible schedule including weekends.

- Friendly and helpful attitude toward customers.
- Excellent communication skills.
- Excellent mathematical skills.
- Ability to work co-operatively in a team atmosphere.
- Willingness to learn and continually develop professional skills and knowledge base.
- Bilingualism is an asset.

WORKING RELATIONSHIPS:

- Reports directly to the Store Manager.

INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:

Caitlin Saarela

careers.redlakehomehardware@gmail.com

Phone: 807.727.2247

Red Lake Home Hardware Building Centre

239 Howey St, Red Lake, ON

Deadline: until filled