

Bullseye Glass Co.

Job Description

Department: **Resource Center**

Position: **Retail Sales**

Lines of Responsibility

Reports to: RC Retail Supervisor, Sales Manager
Supervises: N/A

Essential Qualifications

Two years of retail sales or customer service experience.
Ability to lift 40 lbs
Ability to use or learn to use Excel, Microsoft Word, and Access database programs.
Pass all PR Tests

Essential Functions

Customer service, sales, and strong communication skills (both verbal and written)

Other Functions

Tool and technique demonstration
Order packaging
Inventory maintenance
Technical support to glassworkers
Retail floor display design and implementation

Physical requirements / Use of Senses

Sitting: Occasionally. To accomplish necessary desk work.
Standing/walking: Frequently. To move throughout retail areas and to attend employee and management meetings.
Lifting/carrying: Frequently. In delivery of equipment & supplies.
Handling/grasping: Frequently, to demonstrate tools and assist in packaging and delivering goods.
Speaking/hearing: Frequently. To speak with employees and customers. Must be able to communicate on the telephone.
Finger dexterity: Frequently. To work with computer.
Near vision: Frequently. For reading reports and for computer entry and interfacing with customers.
Good eye for color.
Far vision: Frequently. For maneuvering about the facility and spotting customers.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees, and customers.
Time/deadline/shift/overtime requirement: Frequently. A flexible schedule is required.
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.
Critical judgment: Frequently. May need to identify problems or assess situations quickly.
Positive attitude: Continually. Customers can be surly and position can be demanding, a positive attitude is needed at all times in the retail environment.

Operation of Equipment / Tools

Computer: Frequently. For entry and calculation of most data and information.
Photocopier: Frequently. To make copies of information
Telephone: Frequently: To communicate with co-workers and customers.
Writing instruments: Frequently. To facilitate communication

