

**Job:** Parts Sales Associate

**Reports To:** Parts Manager

**Position Description:** Represent and promote the parts operation of Landscapers Supply /Ace Hardware in a positive manner that insures customer confidence and satisfaction and profits for the dealership. To be an important part of a parts/service/rental team that is productive and motivated to meet and exceed all goals and objectives.

**Major Areas of Responsibility**

1. Sales of all Landscapers Supply/Ace Hardware products
2. Accurate product knowledge
3. Inventory
4. Computer Skills
5. Store appearance
6. Security and loss prevention

**Specific Responsibilities of the Job**

1. Sales of all Landscapers Supply/Ace Hardware products.
  - a. Resent and promote the sales operations of Landscapers Supply.
  - b. Treat customers in a friendly, courteous, and respectful manner.
  - c. Listen to customers and always show concern for their needs and problems.
  - d. Work with customers to develop their trust in you and our company.
  - e. Be able to lift seventy five pounds.
2. Accurate product knowledge.
  - a. Know the product's specifications, price, function, and how it compares to similar competing products.
  - b. Continuing education of product through videos, manuals, bulletins, web site, and any other manufactory material available.
3. Inventory.
  - a. Ordering product and working with vendors.
  - b. Placing any parts orders to include daily orders or returns to insure the best pricing possible.
  - c. Tagging and bin locating of merchandise.
  - d. Setting up promotional material, handouts and displays.
  - e. Organize the parts counter to feature as much product as possible in an attractive manner.
  - f. Replenishing inventory.
  - g. Reorganizing items.

4. Computer Skills.
  - a. Having knowledge of Epicor & Infinity.
5. Store appearance.
  - a. Maintain office area, showroom, kitchen, vehicles, and warehouse in a clean and professional manner.
6. Security and loss prevention.
  - a. Verify checks, watch for counterfeit cash, watch customers in the store, and notify the store manager of any odd behavior from employees or customers.

### **Work Environment**

- Maintain professionalism in all business and personal activities.
- Dress appropriately and according to company policy.

### **Conclusion**

- This outline of a job description is to serve as a guide for expected job performance. It is not intended to limit individual initiative. The company reserves the right to add or delete responsibilities or change position descriptions or qualifications as business requirements dictate.
- Perform other duties as assigned by Store Manager of Landscapers Supply Inc.