

**Job:** Power Equipment Sales Associate

**Reports to:** Manager

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

**Major Areas of Responsibility**

1. Sales of all Landscapers Supply Power Equipment products
2. Customer service
3. Accurate product knowledge
4. Inventory
5. Computer Skills-ie
6. Store appearance
7. Security and loss prevention

**Specific Responsibilities of the Job**

1. Customer service and sales of all Landscapers Supply Power Equipment products.
  - a. Engage customers in a friendly, courteous, and respectful manner in person and on the phone.
  - b. Listen to customers and always show concern for their needs and problems.
  - c. Ask customers open ended questions to determine their needs.
  - d. Work with commercial customers, learning about them, and their business operation and philosophies.
  - e. Work with customers to develop their trust in you and our company.
2. Accurate product knowledge of power equipment.
  - 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.
  - c. Operate power equipment including forklift.
3. Inventory.
  - a. Tagging merchandise and making sure product can easily be check out. Ex. UPC entered in the system, pricing changes made in the system.
  - b. Setting up promotional material, handouts and displays.
  - c. Replenishing inventory.

- d. Reorganizing items.
4. Computer Skills.
  - a. Having ability to learn POS
5. Store appearance.
  - a. Maintain office area, showroom, store shelves, kitchen, vehicles, and warehouse in a clean and professional manner.
6. Security and loss prevention.
  - a. Verify checks and watch for counterfeit cash.
  - b. Watch customers in the store & yard, and notify the store manager of any odd behavior from employees or customers.
  - c. Knowledge of high theft items and doing regularly checks on them.
  - d. Knowledge of current theft trends.

### **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/Ace Hardware.