

ILION TRUE VALUE HARDWARE
39 W. Clark St. Ilion, NY 13357
315-894-5274
www.IlionTrueValueHardware.com

Minimum Experience Required: 1 year

Job Description:

Hardware Sales Associate. Part time for Ilion True Value Hardware. Must be able to work flexible hours including weekends.

QUALIFICATIONS: We are known for our in-depth and helpful knowledge of electrical, plumbing, home improvements and other hardware solutions. Candidates must have a strong working knowledge of basic hardware related products and a commitment to service excellence and customer satisfaction. Seeking a team player with a positive attitude who is a fast learner, can work independently and multitask. The ideal candidate will have 1-2 years retail/marketing experience and excellent verbal and written communication skills, including spelling and grammar. Job duties include using a POS system, waiting on customers, restocking products, using a computer, cutting glass, repairing windows, doors, screens, performing maintenance on lawn mowers and string trimmers, ability to maintain and clean the physical environment of the store and utilize equipment (examples: ladders, tools, tape measure) Knowledge of Google Docs, Google Sheets and Adobe Express a plus. Must be able to meet the physical requirements of the position including standing for long periods and lifting more than 50lbs. (see below for more details.)

TO APPLY: Applicants should send a cover letter and resume including specific examples of retail experience, knowledge of hardware or home improvement, and examples of outstanding customer service to: iliontruevaluehardware@gmail.com

Job Location: Ilion, New York

Hours per Week: up to 15-20

Duration: Part Time, Temporary, 90 day probation period, may lead to permanent part time.

Work Days: Work days vary, Rotating Weekends

Minimum Education Required:

GED

- Keenly aware of the needs of customers and gives outstanding service to all of them at all times.
- Committed to consistently providing excellent service and customer satisfaction.
- Continuously educates oneself about current promotions and ads and maintains awareness of them.
- Executes all daily operations, day-to-day goals
- Assists in training and development of the other members of the team (store employees)
- Upholds merchandising and store appearance and cleanliness standards, inside and out.

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- **Helps in pricing and stocking the new shipments arriving at the store and helps the team keep it organized**
- **Is aware of and responsive to safety issues**
- **Conscious of shoplifting activity**
- **Assists customers in locating merchandise in the store**
- **Answers customers' questions and provides information on all products and services, whenever possible.**
- **Educates and provides alternate resources for services, products and solutions outside of what is available at our location.**
- **Able to work independently and as a team player.**
- **Be a good listener, a curious and quick learner and strive to retain new information accurately and quickly.**
- **Supports and promotes all fundraising activities taking place at the store.**
- **Be able to multitask or learn to multitask**