Retail Assistant

Permanent full-time. Hourly pay based on experience.
Position available Aug. 1, 2018.
Work hours: Monday thru Friday 8 a.m.-5:30 p.m. (less lunch), plus every-other Saturday from 8 a.m.-12 noon.

This position includes both customer service skills and retail sales duties, as this position includes greeting & meeting with customers, recommending products, and completing sales transactions.

Job description:
- Answer the phone. Efficiently take messages or attempt to help the potential customer.
- Welcome & greet in-person customers in a friendly, professional manner.
- Ascertain the customers' needs and wants, and try to aid in their purchase decisions.
- Take the customer's feed orders. Handle the purchase by accurately inputting the transaction into our 2018 Quick Books computer software, and precisely handling the cash, check, or a debit/credit card transaction.
- Communication with fellow team members. Relaying the order to load-out personnel in an accurate and timely fashion, or assist with load-outs yourself when others are busy.
- Accurately describe product features and benefits. Have general product knowledge of livestock feeds and other ag-related and store merchandise sold at WW Feed & Supply, so that you can be as responsive and helpful to the customers as possible. It will include learning and eventually memorizing inventory available for purchase.
- Assist, if needed, in ordering more stock or arranging for a specific product to be delivered.
- Update and stock the shelves with new available items. Help check in received shipments.
- Keep shelves stocked, merchandise neat and showroom floors clean and presentable during store hours. This also may include arranging the store's window, porch or table displays to keep things attractive and presentable to customers.
- Learn to run the counter solo, so you can eventually handle the business opening and closing duties and counter functions every-other Saturday morning.

Specific Skills and Qualifications:
- Proficiency in English
- Friendly, helpful, confident and engaging personality
- High school degree or higher
- Valid driver's license
- Data entry skills
- Attention to detail
- Professionalism
- Teamwork
- Microsoft Office skills
- Quick Book skills preferred
- Livestock background preferred.

Teamwork is vital in our family-owned and operated business. Training provided.

Apply in-person with Susan or Curt at WW Feed & Supply, 303 W. 1st St., La Junta, CO

WW Feed & Supply **Retail Asst.** job application

Name _____   Date _____

Address _____   Phone _____

_____   _____

● Do you have a valid driver's license?   ____ Yes ____ No
● The job is 8 a.m. to 5:30 p.m. Monday-Friday, and 8 a.m. to 12 noon on alternating Saturdays. Can you work &
do you have transportation to consistently meet these work times?   ____ Yes ____ No
● This job may include some lifting/loading. Can you lift & carry at least 50 lbs.? ____ Yes ____ No
● This job is in a dusty environment & you'll get dirty. Can you handle this?   ____ Yes ____ No

● Experience in a retail sales / retail business: _____

● Experience in customer service: _____

● Experience in cashier / handling financial transactions: _____

● Types of computer software you're proficient in: _____

_____

● Language(s) you are fluent in _____

● Your salary expectations: $_____   and when can you start?_____

Your job history
Please provide **your resume** and/or list details on your three most recent employers:
Employer _____   Dates employed_____

    Phone # _____   Supervisor _____

    Duties _____

Employer _____   Dates employed_____

    Phone # _____   Supervisor _____

    Duties _____

Employer _____   Dates employed_____

    Phone # _____   Supervisor _____

    Duties _____

Other relevant experience_____

Ranch experience_____

Why leaving your current job?_____

Other references? _____   Phone# _____

By signing below, I consent to &authorize this prospective employer to call references to obtain information.

                                        Your signature _____