



Job Title: Hardware Cashier/Administrative Assistant
Location: Effingham Hardware
Reports to: Hardware Manager
Salary: Based on experience

Required Education and Experience: High School Diploma or GED. Associate degree in Business or related field preferred. Computer experiences helpful.

Job Requirements:

- Demonstrates ability to interact effectively with management and customers
- Proficient in Microsoft Office including PowerPoint, Excel, Outlook and Word
- Possess a self-motivating personality as well as teambuilding skills

Essential Functions:

1. Follow all established personnel and safety policies and procedures
2. Wait on customers in a courteous and timely manor
3. Work with vendors to implement sales programs and to develop selling tools for our employees (example: event coordinating, employee training sessions, sales events, etc.)
4. Assist hardware manager and employees with phone calls relating to all aspects of the hardware business
5. Promote the sales and use of all products handled by the hardware store
6. Monitor inventories throughout the year and help with end of year inventory procedures
7. Assist other hardware employees with correspondence to customers and branch personnel
8. Be able to communicate in a professional manner to the customer, employees and manager

Work Environment: This position operates in a retail business environment. This role routinely uses standard office equipment such as computers, phones, copiers, and other office equipment.

Physical Demands: The physical demands include lifting objects up to 50 pounds.

Travel: The employee may be required to travel to other locations, conferences, educational opportunities and other job-related activities.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

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Please send resume to Thomas Perkins
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