



Salesperson

Employer: The Bower Reuse and Repair Co-op

Work Type/s: Part Time with a minimum of 2 to 3 days a week

Award: Retail award MA000004

Sector: Not For Profit (NFP)

Location: Marrickville

Job posted on: 11/10/20.

Applications close: as soon as possible.

Position Summary:

The Bower is a not-for-profit environmental Charity that assists the community by diverting waste from landfill through Second Hand Stores, Workshops, & Collection and Rehoming Service. We are looking for a part time sales person to join us, working as part of a team in a vibrant, fast paced environment with many elements under the one roof.

Tasks will involve but are not limited to customer service, general sales, stock valuation & display, maintaining & implementing daily records & shop procedures.

Position Description

- Set up the shop for the day's trading ensuring that all available products are on display, the shop is clean, tidy and clutter-free and that the till float is correct.
- Constantly monitor presentation and quality of stock.
- Operate the cash register and perform end-of-day procedures.
- Promptly serve customers, identifying customer needs & providing customer service.
- Respond to customer enquiries - in person or by phone.
- Handle retail records (such as computer data entry of sales, 'holds', hiring of props, etc.).
- Receive, check, load/unload, sort, display and price items.
- General labor (involving regular heavy lifting, i.e. greater than 10 kg).
- Ensure that the waste is disposed of in accordance with Bower policy and procedures.
- Attend monthly staff meetings.
- Ensure that WH+S regulations are always practiced in the performance of the position's duties and actively participate in the maintenance and improvement of WH+S procedures including risk assessment processes.
- Take responsibility for The Bower infrastructure and general running and maintenance of Bower equipment in accordance with procedures.

Necessary Skills (should be addressed as Employment Criteria in applications):

- Experience in cash handling, ideally in a retail environment.
- Experience in presentation and display of goods and stock management.
- Ability to assess potential value of second hand materials & products.
- Ability to engage & communicate in a positive manner, with a diverse & sometimes challenging group of customers & suppliers.
- Ability to provide instructions to & supervision of volunteers.
- Knowledge of safe work practices (Work Health & Safety - WH&S).
- Used to work unsupervised
- Excellent time management and self-motivation.
- Ability to follow procedures & instructions.
- Concern for resource conservation, recycling & reuse.
- Physical stamina & fitness.

What The Bower Provides:

- Min of 2 to 3 days per week.
- Pay rates according to Retail award MA000004 Level 3
- 20% staff discount on purchases of stock (excluding consignment).
- Access to Bower workshop & tools (pending completion of competency appraisal).
- Comprehensive Work Health & Safety (WH&S) policy to ensure safe working conditions.
- Comprehensive Policy & Procedures database — guidelines for activities undertaken by Bower.
- Thorough induction to The Bower & processes involved in working here.

How to apply for this job

Please submit a written application addressing each of the selection criteria (necessary and preferred skills) as separate discrete points. In your application, please include your contact details, a current resumé, and the names and phone numbers of two referees. You must be an Australian citizen or have the right to work in Australia for this position.

Applications must be sent as soon as possible by email to reuse@bower.org.au . For more information Contact Programs Manager, Louise Grace, via email reuse@bower.org.au or via phone 95686280.