



Job Descriptions: Sales Professional

Position Summary

The primary responsibilities of the Sales Professional position are to maintain outstanding customer service, generate sales, merchandise product, and support the store management team. This position reports directly to the Retail Sales Manager.

Major Responsibilities

- Ensure each customer receives outstanding service.
- Learn and understand products offered.
- Properly and effectively handle all paperwork involved with retail purchases; understanding procedures for labeling sold product, delivery scheduling and special orders.
- Maintain awareness of all promotions and advertisements
- Execute the daily operational, day-to-day goals and priorities assigned by Supervisor
- Assist in the training and development of peers as requested by Supervisor
- Uphold merchandising and store cleanliness standards
- Participate in the processing of new shipments and responsible for displaying and/or storing received merchandise
- Responsive to safety issues
- Conscious of shoplifting issues
- Aid customers in locating merchandising in store and on moderngascompany.com.
- Solicit customers to sign up for programs and promotions that are offered by Modern Gas Co., such as; newsletter, Wells Fargo financing, budget billing program, contract gas
- Answer customers' questions and provide information on Company's policies and procedures.

Qualifications

- Must be able to work and willingness to work flexible hours including weekends to meet the needs of the business.
- Have knowledge of basic hardware related products along with a willingness to learn.
- Excellent customer service skills
- Excellent verbal and written communication skills with the ability to communicate clearly and effectively in all situations.
- Be a fast learner, cheerful, with a positive attitude
- Previous experience in a retail environment
- Knowledge of computer systems

- A commitment to service excellence and customer satisfaction
- A strong team player yet still able to work independently with minimal supervision
- Excellent communication skills, exceptional organizational ability, high attention to detail, and ability to multi-task.

Physical Requirements

- Must be able to lift heavy objects (50 pounds or more) from time to time as required
- Ability to stand for an extended period of time
- Move and handle boxes of merchandise and fixtures throughout the store, which entails lifting and perform all functions as set forth

Salary

- Starting at \$28,600 Annually – plus Commission on all Sales

Benefits

- Health Insurance
- Dental Insurance
- Life Insurance
- Supplemental Insurance i.e.: Aflac
- 401K
- Holiday Pay
- Vacation Pay