



JOB DESCRIPTION

Sales Person

DATE:	August 2022
EMPLOYER:	Eaglehawk Recycle Shop Inc
POSITION:	Sales Person
INDUSTRY AREA:	Waste Management / Recycling
AWARD:	Waste Management Award 2010 (Level 2) Hourly rate: \$25.85 – penalty rates apply for week-end and public holidays. 10.5% superannuation,
IMMEDIATE SUPERVISOR:	Annette Wiles
FUNCTION:	To recover and recycle goods and materials, sales and provide professional customer service. This position has particular responsibilities to increase sales.
PRIMARY TASKS:	<ol style="list-style-type: none"> 1. Provide customer service. 2. Ensure sales area is free of Occupational Health and Safety Hazards. 3. Ensure Environmental Hazards are dealt with quickly and efficiently. 4. Unload recyclable items collected from recovery area display for sale. 5. Undertake sales and discuss with customers the need to recycle. 6. Improve presentation of Sales Area. 7. Keep appropriate documentation of income and other necessary accountability documents. 8. Ensure items are easily accessible and well presented for customers to purchase. 9. Attend toolbox meetings. 10. Other tasks as instructed.
DIRECTION/SUPERVISION:	Takes direction, reviews workload with Recycle Team and supervisors.
KNOWLEDGE & SKILLS:	<ol style="list-style-type: none"> 1. Possess excellent sales skills and knowledge in product presentation. 2. Be familiar with current recycling practices and experienced at sorting items for recycling. 3. Be able to keep accurate financial records and accountability procedures in place. Use cash register and EFTPOS. 4. Possess natural communication and selling skills. 5. Be aware of Health & Safety issues. 6. Environmental risks and cause knowledge. 7. Possess practical skills to use tools to dismantle goods. 8. Driver's licences an advantage. 9. Be well presented to deal with the public.
WORKING ENVIRONMENT:	Eaglehawk Recycle Shop conducts the majority of its activities outside. An appropriate Personal Protective uniform will be supplied for this working environment.

QUALIFICATIONS/EXPERIENCE:	No formal qualifications required, however, experience in dealing with customers and knowledge of product presentation. A range of licences also an advantage.
KEY SELECTION CRITERIA:	<ul style="list-style-type: none"> - Be able to describe procedures for excellent customer service. - Possess ideas to improve the sales area and income stream. - Be able to explain recycling practices. - Demonstrate natural communication skills at interview. - Be able to handle cash sales, write receipts and do banking. - Knowledge of Occupational Health & Safety and Environmental Issues. - Hold practical skills in using tools and machinery. - Be able to work unsupervised and report to a team. - A current drivers licence.
<p><u>ENVIRONMENTAL PRACTICES OF ERS</u> Eaglehawk Recycle Shop is committed to environmentally sustainable practices in its work place and through activities undertaken.</p>	