



## JOB DESCRIPTION

### Sales Person

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

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