

Norflow Inc
Pool & Spa Sales Person
9333 SE Alansa Dr.#300
Clackamas Oregon 97015

Please send resume to email. john@norflowinc.com

Download application from web site www.norflowinc.com and fax completed application to 503-657-4046.

JOB HOURS AND PAY:

- Job is part time and may become full time. Must be able to work Saturday's.
- Wages depend on experience and vary up to \$14.00 hour.

JOB SUMMARY:

- Sells merchandise to individuals in store or showroom.
- Answers Phone and Schedules Service Calls for Company

JOB ACCOUNTABILITIES*:

- Greets customer on sales floor and determines make, type, and quality of merchandise customer is seeking.
- Displays merchandise, suggests selections that meet customer's needs, and emphasizes selling points.
- Prepares sales slip or sales contract.
- Receives payment or obtains credit authorization.
- Wraps or bags merchandise for customer.
- Places new merchandise on display.
- Takes inventory of stock.
- Retrieves merchandise from stockroom.
- Uses database to research availability of merchandise.
- Processes orders.
- Performs other related duties as assigned or requested.

**The company reserves the right to add or change duties at any time.*

JOB QUALIFICATIONS:

- Minimum Education: High School diploma or equivalent.
- Minimum Experience: 1-2 years of related experience.
- Preferred Experience: 2-3 years or combined education and experience.

Skills: Other:

- Communication -- written and oral skills
- Analysis
- Assessment/evaluation
- Problem Solving
- Customer service

Skills: Machine:

- Personal Computer
- Calculator

Supervises: Level:

- May lead employees doing similar work.

Physical Level:

- Must be able to stand for long periods of time.
- Must be able to lift 35 lbs.
- Must be able to be in warehouse environment.
- Must be able to use a computer for long periods of time.