

STOCKING CLERK

FULL-TIME PERMANENT

(Hourly Rate)

JOB DESCRIPTION:

The Stocking Clerk is primarily responsible for pricing merchandise and stocking shelves. The Stocking Clerk must perform all assigned tasks with sufficient speed and accuracy to support store efficiency and a high level of customer service.

DUTIES / RESPONSIBILITIES:

- Assist in unloading and receive hardware trucks.
- Check incoming merchandise against invoices for shortages, damaged goods, back-orders, etc.
- Update prices on merchandise, bins, displays, etc. as necessary.
- Keep stock in the storage area neat, clean, and orderly.
- Build special displays and signage for promotions and sales events as directed by management.
- Remove sale/promotional displays, prices, etc. and rearrange stock following promotional events.
- Review discontinued and out of stock item reports. Review previous sales history of these items to see if discounting and clearing of the item is appropriate or if a replacement item is necessary.
- Review empty hole and negative on hand reports. Spot check the items in question and report necessary adjustments to management.
- Review layaway and on-hold reports. Make necessary calls to customers or return products to regular inventory as necessary. Call when special orders come in.
- Verbally communicate with customers and staff both in person and by telephone or email. Page individuals over the public address system when necessary.
- Operate all point-of-sale equipment with sufficient speed and accuracy.
- Process special orders for non-stock or out of stock items.
- Participate in regular cycle counting and assist in annual inventory counts.
- Reorder merchandise according to the store's buying procedures.
- Follow procedures and maintain standards according to store policy in the following areas: loss prevention, receiving and pricing goods, merchandise handling and presentation, housekeeping, reordering merchandise, restocking shelves, and handling cash.
- Attend store meetings, training sessions, etc. as required.
- Work on special projects, additional duties and assignments as assigned by management.
- Ensure customers have a positive shopping experience and report complaints to supervisor.
- Be familiar with the location of in-stock and special order items.
- Assist customers who need advice, information or directions in person.
- Maintain stock levels and merchandise displays.
- Keep backroom and other work areas clean throughout the store .
- Be aware of theft and take preventative measures within store policy, to report or discourage it.
- Work in a safe manner in accordance with safety regulations.

QUALIFICATIONS:

- High School diploma or equivalent.
- Retail experience is an asset.
- Friendly and helpful attitude toward customers.
- Ability to work a flexible schedule including weekends, evenings, and holidays.
- Ability to communicate effectively with customers, management, and employees.
- Ability to read and comprehend written and printed materials, as well as information presented in numerical form.
- Excellent communication and mathematical skills.
- Ability to work co-operatively in a team environment.
- Willingness to learn and continually develop professional skills and knowledge base.
- Valid G driver's license and have a good driving record an asset.

REQUIREMENTS:

- Must be able to stand for an extended period of time while working in a fast-paced environment, performing repetitive tasks and paying attention to detail.
- Steel-toed safety boots and high visibility work wear must be worn when required.
- Completion of WHMIS and other safety courses administered by Rashotte HHBC.

SALARY & BENEFITS:

- The Stocking Clerk position wage ranges from \$17.20 to \$20.00 to start based on experience and qualification.
- Drug, dental and vision care (*Full-time staff only*).
- Profit sharing after 2 years (*Full-time staff only*).
- Store discount

INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:

hr@rashotte.ca

Phone: 613-478-2539

Rashotte Home Hardware Building Centre

18 Countryman Road, Tweed ON, K0K 3J0