

JOB OPENING

NORTHPORT POWER EQUIPMENT INC.

Job Title:	Sales & Customer Service Clerk	Northport Power Equipment Inc.	
Type: Lawn, Garden Power Retail Store	Sales , Service and Repairs		
Location:	3395 McFarland Blvd	Northport AI	Across Civic Center Hwy 82
Position: Part or Full, Student			
Contact	Keith Ellis, Phone: 205-333-0037, or 205-310-0283		Immediate Opening
Applications Accepted By:			
In Person			
Job Description			
<p><u>SALES AND CUSTOMER SERVICE CLERK</u></p> <p>Greet and assess needs of both phone and walk in customers – assisting with purchase of new equipment, parts and completing service orders for equipment repairs needs.</p> <p>Receive new equipment by uncrating equipment, assemble and display or store in appropriate place.</p> <ul style="list-style-type: none"> • Use of cash register and prepare invoices to complete sale purchases - • General duties of sales and customer service for lawn and garden power retail business. <p>PREFERRED SKILLS</p> <p>Computer – able to lift 50 lbs - multi-tasking</p> <p>ADDITIONAL NOTES</p>			