

# SALES REPRESENTATIVE

## Job Description



- Provide excellent Customer Service
- Answer telephone and deal with enquiries
- Join up new members
- Organise customer reservations
- Phone customers with overdue movies
- Handle customer complaints
- Operate Point of Sale equipment
- Cash handling and reconciliation at end of day
- Return movies back to shelf
- Restock confectionary, chips and drinks
- Vacuum, tidy shelves and general cleaning
- Acquire excellent product knowledge
- Promote store marketing campaigns
- Display initiative while performing duties
- Available to work nights, weekends and public holidays
- Ability to work autonomously
- Excellent presentation and in full uniform at all times
- Comply with store procedures and policies
- Comply with Occupational Health & Safety guidelines
- Attend Team meetings
- Complete duties as requested by Management