



# Lake Restoration, Inc.

12425 Ironwood Circle  
Rogers, MN 55374

LakeRestoration.com  
(763) 428-9777 Phone  
(763) 428-1543 Fax

## RETAIL SALES TEAM MEMBER

### JOB PURPOSE:

Direct customers, both in-store and by telephone, to proper product solutions for their individual needs. This position is full time, seasonal, with occasional overtime. The job will start shortly after the school year ends and will end in early August.

### SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare sales slip for in-store customers, using cash register. Receive payment, make change or process credit transaction. Complete order form for telephone customers.
- Appropriately suggest & sell products based on customer needs.
- Demonstrate or provide instructions to customers the proper use of the products.
- Restock shelves and display products to promote sales.
- Clean shelves, counters, floor, windows, etc.
- Periodic physical count of inventory.
- Assist online customers via "live chat".
- Performs other related duties and assignments as required.

### POSITION REQUIREMENTS:

- High school diploma or equivalent
- 1 or more years of experience in sales or retail setting preference
- Strong work ethic.
- Strong interpersonal and oral communication skills.
- Initiative and ability to accomplish tasks without direction.
- Strong problem solving and troubleshooting skills.
- Must have 10 key and cash register skills.

**OTHER (e.g., customer contact or access to confidential information):** This position requires a flexible schedule to accommodate our hours of operation. Evening and weekend availability is required. The ability to handle multiple tasks and to prioritize their importance is required.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS:** This position is based in a retail setting but may include an office area. It will involve both working alone and collaborating as part of a team. Position is seasonal with FT/PT hours with possible overtime.

**EQUIPMENT/MACHINERY USED:** Office equipment such as fax, copier, telephone and postal equipment. Personal computer, MS Office products, Sage software products and other software may be utilized.

**PHYSICAL DEMANDS:** This position may require frequent lifting of up to 50#

**COMPENSATION:** hourly wage and overtime.

**WORK WEEK:** The hours range from 35 to 40 hours per week.

**PLEASE SEND RESUME AND COVER LETTER TO:**

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Fax: 763-428-1543

Email: [LRmail@LakeRestoration.com](mailto:LRmail@LakeRestoration.com)

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