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Bargain Center

Rent It Love It Own It

Store Associate

Employer

Bargain Center

1816 Main St

Winfield, Kansas 67156

Job Description

Hours: Full and Part-time

Store Associate Reporting:


- Reports directly to the General Manager

Primary Responsibilities:

- Safely operating a vehicle
- Acquisition and maintenance of customers
- Answer incoming telephone calls and route them to the appropriate employee
- Assist in the maintenance of the showroom through cleaning, organizing, merchandising, and pricing as directed by management
- Maintain regular mailing campaigns
- Process Order Forms and references
- Input customer information into the store computer
- File and maintain customer folders and records
- Accept and process current customer payments
- Update customer information and account status in the store computer

Responsible for merchandise handling:

- Loading, unloading, securing, delivering, setting up, troubleshooting, servicing, returning, and quality assuring merchandise
- Maintain the store's warehouse area in a neat and orderly manner
- Document all vehicle movement on daily route sheets
- Conduct daily inspection of assigned delivery vehicle to ensure safety and maintenance upkeep
- Confirm customer identification, collect monies, and obtain customer's signature on agreements
- Assist in field collection and marketing programs as requested by store management
- Monitor and recommend payment frequency changes to the GM based on customer payment history

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- Immediate contact of all customers who have not renewed their agreement
 - Act as a customer counselor who resells the benefits of timely renewal payments
 - Document all customer promises and update customer information in the store computer system
 - Monitor the accuracy of customer classifications according to the customer's payment history and habits
 - Other tasks as assigned by management

Requirements of Position:

- Must be 21 years of age or older in order to operate a box truck and be able to pass a DOT medical physical
- Must be able to lift, load, and dolly merchandise 50 – 300 pounds
- Ability to work as a team
- Excellent interpersonal skills
- Professional appearance
- Good communication skills
- Strong technical skills
- High energy level
- Good driving skills

Pre-Employment:

- Successful reference checks and verification
- Must be able to pass a drug screen
- Must be able to pass a criminal background investigation

How to Apply

Apply in person at 1816 Main St. Winfield, KS 67156

Phone# 620-229-8666

Email: bci307@bcirents.com

