

## **Position Posting**

### **Expendable Sales Associate – Arri CSC – New York**

#### **Summary**

The Expendable Sales Associate, a full time position, will provide quality customer service to our clients involving expendable sales. This position will also be responsible for pricing, stocking and ordering of expendable products, and conducting inventory cycle counts.

#### **Essential Duties and Responsibilities include the following:**

- Handle over the counter sales of expendable and merchandising items
- Make cold calls to solicit sales orders from existing and potential clients.
- Make personal contact with existing and potential clients who are on the premises.
- Maintain sales and small parts ordering and distribution
- Physical collection and distribution of sales orders and management of returned goods
- Maintain the appropriate stock levels of merchandise to ensure inventory is appropriate stocked
- Prepare and facilitate items for shipping and receiving via common shipping carriers i.e.; FedEx and UPS
- Prepare sales quotes for customers as requested
- Ensure that the Expendable department is kept clean and presentable at all times
- Assist in balancing and reconciling of Cash and charge transactions on a daily basis
- Conduct inventory counts as required by management.

#### **Qualifications/ Required Skills:**

- Minimum 1- 2 years of relevant experience or an equivalent combination of education and experience.
- Prior retail experience required.
- Ability to communicate effectively verbally and in writing in English
- High School diploma required, college education a plus
- Must be computer literate, knowledge of Excel preferred
- Excellent Customer Service skills (friendly, courteous and helpful)
- Neat Appearance
- Knowledge of common shipping carriers i.e.; FedEx, UPS systems a plus
- Ability to work independently on assigned tasks as well as accept direction on given assignments
- Able to work collectively with Colleagues

#### **Physical Requirements:**

While performing the duties of this job, the employee is regularly required to work seated at a desk for up to 3 hours at a time and to operate a keyboard. Requires walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting of up to 75 pounds is required. Proper lifting techniques are required. Specific vision abilities required by this job include close vision.

**Salary and Benefits:**

Salary is commensurate with experience. Arri CSC offers comprehensive medical and dental benefits, generous vacation, holiday and sick/personal leave, as well as a 401k plan.

ARRI CSC is an equal opportunity employer.

Anyone interested should contact their department manager to discuss this position. Their department manager should then contact Selene Lupo at 845-353-1400 ext. 222 to discuss scheduling of an interview for this position.