



• LANDSCAPE & MASONRY SUPPLIES •

388 Weiss Rd. • Cottleville, MO 63376
(636) 978-5402 • Fax (636) 240-9021
www.buchheitsupply.com

Office Personnel

Wait on customers in a courteous and cordial manner and solicit additional sales, charge out merchandise, receive inventory, maintain shelf stock and keep counter clear and neat. Coordinate activities and cooperate with other departments of the business to serve the needs of the customer. Sell products, labor and whole goods service at all times. Represent and promote the store operations in an up-beat manner, which insures customer confidence and maximum efficiency for the store.

Requirements:

- **ABILITY TO UNDERSTAND AND FOLLOW INSTRUCTIONS IN ENGLISH.**
- **LIFT UP TO 30 POUNDS.**
- **ABILITY TO BEND, STOOP, TWIST, AND MOVE FREELY IN THE PERFORMANCE OF THE POSITION.**
- **ABILITY TO PERFORM ARITHMETICAL CALCULATIONS AT THE EIGHTH-GRADE LEVEL.**
- **COMPUTER EXPERIENCE AND KNOWLEDGE.**
- **ABILITY TO READ AND UNDERSTAND TECHNICAL DRAWINGS AND DIAGRAMS.**
- **THE ENVIRONMENT IS MAINLY INSIDE, SOMETIMES INVENTORIES WILL BE TAKEN OUTSIDE.**
- **PRE-EMPLOYMENT DRUG SCREENING**
- **WEEKENDS MANDATORY**

THIS POSITION DESCRIPTION DOES NOT LIST ALL THE DUTIES OF THE POSITION.

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WWW.BUCHHEITSUPPLY.COM/EMPLOYMENT