



Job Description of Work Functions

Position: Pro Shop Clerk - Part Time

- **About the position**

- At Buffa Distribution, we are the Bowling Experts. We are looking to find an energetic and driven person to add to our retail sales team. Our retail pro shop is what started Buffa Distribution, and we are proud to be the largest volume proshop in Canada. With that volume, comes a lot of responsibility and many long-term clients that we have to serve. We are in search of someone who has good bowling knowledge, who can speak the jargon easily and understands the wide variety of products we offer. Anyone who has the capacity to learn, listen to feedback and adjust in time of need is the perfect fit for this position.
- Based out of our St-Leonard retail shop. Part-time hours. Saturdays 1000-1600, tentative Sunday schedule. From September until April.

- **Target Objectives**

- Respect the policies and procedures in place by the company
- Retail sales clerk – greet and serve walk in clients
- Direct wholesale clients to CSR rep
- Execute services required from the warehouse such as engraving and repairs for workorders
- Complete transactions such as invoicing, crediting, presale ordering
- Fill shelves and ensure product pricing is visible and correct

- **Qualifications**

- Bowler with good technical knowledge of balls, shoes and accessories
- Ball drilling experience is a very big plus
- Sales experience, ability to be in front of clients
- Ability to handle and know proper tools for the application being used
- Any previous software knowledge is a plus:
 - MS Office suite, Sage 300
- Strong problem solving skills
- Strong communication and understanding skills
- Ability to ask the right questions
- Spoken English and French, Italian is a plus.

Buffa Distribution

6520 Magloire, St-Leonard, QC, H1P 1N8, Canada
514-376-7905 905-624-4022 1-800-263-4072
<http://www.buffabowling.com>



Each of these roles must be integrated in a TEAM setting following these principles of the management cycle:

Roles	Responsibilities
PLANNING	<ul style="list-style-type: none">•
ORGANISATION	<ul style="list-style-type: none">• Fill any holes on the ball, bag and shoe walls• Put proper pricing on products• Manage client repairs, document and communicate when done
DIRECTION	<ul style="list-style-type: none">•
CONTROL	<ul style="list-style-type: none">• Complete the sale in Sage, invoice, credit, etc..• Create client accounts properly in Sage• Close cash drawer at closing of the store• Manage cash drawer and fill out cash for daily• Assist in drilling of demo balls
EVALUATE	<ul style="list-style-type: none">•

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