



Marianas Gas Corporation dba:

Island Equipment Company®

POSITION TITLE: STORE CLERK (Part Time – On-Call)

DEPARTMENT: Retail Store

LOCATION: Island Equipment Company's Retail Stores – Harmon & Agat (Multiple Locations)
272 E. Harmon Industrial Park Road, Suites 101-103, Tamuning GU 96913
#180 Santa Rita Industrial Drive, Santa Rita 96915 (Route 2A)

Island Equipment Company is looking for a reliable **Store Clerk** to be responsible for providing customer service and selling medical, industrial and specialty gases, welding equipment and hard goods and tools to customers. This position responds to inquiries or concerns from either walk-in customers or those customers that call in. Store clerk may also include additional warehouse support as needed and may require to work at multiple locations. This is a Part time position, with potential on-call hours.

MAJOR DUTIES AND RESPONSIBILITIES:

Description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign other tasks of similar nature or level of responsibility nor does it imply an employment agreement.

- Solicits sales from walk-in and telephone call-in customers assisting customers with identification of product needs and locating merchandise.
- Accurately completes and files all required paperwork on a timely basis. Documents sales, quotes or other information.
- Enters sales & quote data into the computer and researches information for customers using the computer system.
- Receives payment for merchandise or services sold and enters sale into the computer. Responsible for payments received and adhering to all administrative and accounting related procedures.
- Assist customers to load merchandise into their vehicles, includes cylinders, heavy equipment etc.
- Provides warehouse support for shipping & receiving, inventory stocking, cleaning, labeling, or other tasks.
- Restocks store merchandise as needed. Arranges stock on shelves or racks in sales area and keeps merchandise in order. Marks or tickets merchandise.
- Follows all safety procedures. Uses established safety procedures for cylinder handling during exchanges and storage of cylinders.
- Maintains showroom cleanliness by procedures set forth by management.
- Maintains current price documentation and product literature as it becomes available. Keeps product knowledge current.
- Other duties and projects as assigned.

REQUIRED SKILLS/QUALIFICATIONS:

- Excellent customer service skills.
- Solid computer skills with the ability to learn new software and adapt to technology changes/updates.
- Intermediate knowledge of Microsoft Office Applications
- Solid communication and interpersonal skills- Demonstrates a clear and effective speaking manner for the purpose of explaining information to customers and employees
- Ability to work as a team member and also function independently with minimal supervision
- Ability to prioritize multiple tasks under strict deadlines and work in a fast-paced environment
- Ability to work with confidential material and handle situations with discretion and discernment.

HIREGUAM JOB # 4546



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SPECIAL PHYSICAL DEMANDS & WORK ENVIRONMENT:

Characteristics listed below are representative of the physical demands required by an individual to successfully perform the essential duties of this position.. Additionally listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Occasional use of a forklift, pallet jack or other material handling equipment
- Employee will frequently be required to position self to stock inventory and handle cylinders.
- Ability to routinely move up to 60 pounds and move more than 60 pounds with the aid of material handling equipment.
- Primarily performs duties in an indoor office, warehouse or production work environment
- Environment may contain loud noises and/or odors that may last for an extended period of time or on a continual basis
- Occasionally may require outdoor environments in various seasonal weather conditions

EDUCATION/EXPERIENCE REQUIREMENTS:

- HS Diploma or equivalent required
- Minimum of 2 years of previous product, warehouse and/or sales related experience and/or training (or equivalent combination of education and experience).
- Associate's or Bachelor's degree in Business, Welding Technology or Sales preferred.
- Strong background in gas, welding and safety supply industry with retail experience preferred.
- Prior welding experience preferred such as knowledge in MIG, TIG, and STICK WELDING preferred
- Prior experience operating a forklift preferred.

NOTE: *Review of Applications begins immediately and will continue until the position is filled. Applications for this position may be kept on file and may be considered for future positions @ Island Equipment Company. Only those selected for further consideration will be contacted. Your interest in Island Equipment Company is appreciated.*

Island Equipment Company offers competitive pay, career development & advancement opportunities, and full benefit packages, subject to special eligibility requirements.

APPLY TODAY! Send Cover Letter, Resume and Professional references.

Island Equipment Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Island Equipment Company complies with applicable local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Island Equipment Company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Island Equipment Company's employees to perform their job duties may result in discipline up to and including discharge.

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