



Job Description

Sales (E Bike Store)

FY2022

The following job description is intended to serve as an outline and guide for expected job performance and is not intended by any means to limit personal initiative and creativity. Bow Cycle Management reserves the right to add or delete responsibilities at any time.

Job Title: E-Bike Sales (Full time)

Pay: \$15.00 per Hour - Commission available after probationary period

Requirements:

- Flexibility in work schedule to accommodate all shifts as required
- Passionate about cycling
- Strong leadership skills
- Positive personality with a good sense of self initiative
- Proficient at the sales process
- Some experience in retail sales desired but not required
- Learn and master our point of sale system
- Ability to think for yourself and put the customer first
- Maintain a clean appearance and professional demeanor

Job Description:

- Maintain a high level of sales and customer service throughout the year/summer
- Ensure all customers are helped
- Communicate effectively with coworkers
- Provide a strong sales example on the sales floor
- Follow up phone calls to customers
- Sell Accessories, Parts, Clothing as well as E Bikes
- Strive to learn all aspects of the store
- Maintain and manage your customer's deposits
- Clean the sales floor
- Receive and answer email, phone and in a professional manner
- Restock and merchandise the sales floor
- Assist staff as needed and when possible
- Book and setup rental bikes
- Commission available after probationary period