



Job Description

LSC Centre Representative

Reports To: General Manager

Main Responsibilities

- Opening and Closing duties of LSC Center.
- Completing daily task list given by General Manager.
- Customer Care and Service.
- Working in compliance with Courtland PPM and the Health and Safety Guidelines stated in handbook.
- Help maintain a positive, safe work environment that customers will enjoy.

Sales

- Overseeing and assisting sales.
- Pricing bulk, bagged and stone material, as well as hard good products.
- Working to improve and create signage for LSC centre sales, change large sign as needed.
- Overall LSC centre cleanliness including; greenhouse, store sales areas and bulk bins.
- Follow proper till / cash procedures.
- Strive for the best customer service possible.
- Referring walk in customer to the right manager or taking down detailed information of service request and passing it on to the proper personal in a timely manner.
- Completing the proper forms when deliveries need to be set and making sure that the customer is completely aware of times and placement of product.
- Dealing with customers in a professional manor if any problems were to arise and asking for assistance from management if needed

Other Responsibilities

- Report all incidents or problems within the LSC Center to the General Manager.
- Complete daily Viaesys log in/out times.
- Maintaining time management pertaining to start times, lunches and breaks.
- Assists in housekeeping duties of LSC Center.
- Report in a timely manner if sick or injured.
- Come to work with a professional manner that complies with company image and policies.
- Helping load customers vehicles in a neat and professional manner whether by hand or with the loader.

General:

The qualified candidate is required to have:

- Excellent customer service skills
- The ability to handle diverse and physical demands
- Fantastic attitude towards completing daily tasks
- Enthusiastic

- Energetic
- And a reliable individual.

Strive to be a part of a company that:

- Has a nice working environment
- Produces Quality work
- Provides Excellent Customer Satisfaction
- Benefits all Parties Involved