



Position Contract

Agreement to fulfill the accountabilities of the job

Position Title: Part Time Design Consultant

Division/Department: Sales Team

Location: Cedarburg Showroom and Trade Shows

Reports to: Amanda Goss

Title: Store Manager

Pay Rate:

Probationary Period:

Performance Review Date:

Type of position:

- Full-time
- Part-time
- Contractor
- Apprentice
- Work experience

Hours of work:

TBD / week

My duties and responsibilities in this position are:

As a Part Time Design Consultant I work one on one with customers to help find their ideal product. I am responsible for keeping the store/booth a happy and clean environment for customers to come to. I am responsible to answer customer questions in store, on the phone, and by email. I will act as the processor and cashier by writing up customer purchases on the store computer paying close attention to detail and reviewing my POS files at the end of my shift. I am responsible for keeping details of customer orders and paperwork organized as well as customer delivery and pickups. I am responsible for helping customers through their entire buying experience. I am willing to help keep the store/show display fresh and new, this may include heavy lifting.

As a Design Consultant I am:

1. Charming & warm, a positive person who loves to smile & uplift others.
2. Creative, yet willing to learn and follow instruction
3. One who enjoys challenges
4. Conscientious & an excellent communicator
5. Mature & well presented
6. A strong but relaxed team player
7. Willing to work some weekends and occasional travel
8. One who likes to help others "build their dreams"

You will be responsible for the following Major tasks:

1. Educating & assisting our customers "buy" our product.
2. Assisting to keep the store, inside and outside aesthetically pleasing.
3. Helping us to grow our business and yourself

YOU WILL BE WILLING TO LEARN & GROW AND POSSESS A POSITIVE "CAN DO" TYPE

ATTITUDE TOWARDS LIFE AND WORK.

I will meet these standards while working in this position:

1. Positive Attitude
2. Work to continually improve our sales processes
3. Look for new ways to exceed our customers expectations

I already have or will quickly develop the following knowledge, skills and abilities needed for this position:

- Continually learn more about increasing sales
- Continually learn about increasing and exceeding customer expectations
- Continually look for ways to communicate effectively with my customers, supervisors and other team members.

I will follow our Policies and Procedures:

- As determined by owners

I will start work on / This Position Contract is effective from:

- I have reviewed and understand this Position Contract.
- I commit to doing whatever it takes to be successful in this position.
- I recognize that my remuneration will reflect my success and the company's success.
- I will always communicate honestly and openly with my employer and colleagues.
- I will ask for help when I need it.

Reviewed and agreed to by:

Signature:

Date:

Name:

Position Title:

Witnessed by:

Signature:

Date:

Name:

Position Title: