

Gun Counter Coordinator

Reports to: Store Manager, Assistant Manager, or Supervisor on duty.

Classification: Non-Exempt / Hourly

1/1/2017

JOB SUMMARY: To provide the best customer service and maximize sales through efficient execution of Company & ATF regulations.

ESSENTIAL FUNCTIONS:

1. Assisting customers and informing them of product knowledge along with special order request.
2. Must be at least 18 years old to sell Firearms & Ammunition.
3. Illinois Stores- employee must carry a valid F.O.I.D. card.
4. Must follow all Firearm Sale Procedures & ATF regulations, which includes the 4473 Form.
5. Operating handheld telxon.
6. Follow company guidelines for department merchandising and setting store ads.
7. Authorizes & approves the final transfer of weapons directly to customers.
8. Ensuring a safe and clean work environment along with following loss prevention & safety procedures.
9. Attending store and job-related meetings.
10. Communicating with Customers, Management and all store employees.
11. Following all applicable Company, local, state and federal guidelines.
12. Operate cash registers and assist with customer carry outs.
13. Must be able to work evenings, week ends and holidays.
14. Weight lifting capability up to and including 50 lbs.
15. Other duties and responsibilities may be required as assigned.
16. Required on-line job training available on our Outfitters website.

ADDITIONAL RESPONSIBILITIES:

Completes special projects directed by management and additional responsibilities may be assigned throughout the store at any given time.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:

1. Minimum Age requirement is 18years old and must possess great customer service and communication skills. (Illinois stores must carry valid F.O.I.D. Card)
2. Candidate must have great attention to detail and accuracy.