

# Civilian Marksmanship Program

## *Position Description*

<b>Position Title:</b>	Retail Store Sales & Logistics Associate
<b>Position Reports To:</b>	CMP North Store Manager
<b>Position Location:</b>	CMP North, Camp Perry, OH
<b>FLSA (E/NE):</b>	Non-Exempt
<b>Position Summary:</b>	Retail Store Sales & Logistics Associate will be responsible for supporting sales and firearms logistics at two retail stores at CMP North. Associate will directly support the CMP North Store Manager, in accordance with policies established by the CMP.
<b>Position Tasks:</b>	<p>Tasks include:</p> <ul style="list-style-type: none"><li>○ Responsible for all aspects of Travel Sales including square/reporting, securing of inventory.</li><li>○ Ensure each store has merchandise available to customers and competitors.</li><li>○ Perform store sales, customer service, order processing, and administrative activities.</li><li>○ Ensure all CMP policies and procedures are followed.</li><li>○ Coordinate with Inventory Manager to ensure sufficient levels of surplus products are available.</li><li>○ Coordinate with Merchandise Purchasing Coordinator sufficient non-serialized merchandise to sell in all CMP North stores.</li><li>○ Coordinate with warehouse personnel on receiving and shipping store inventory.</li><li>○ Ensure outstanding customer service by providing customer friendly environment, including greeting customers, maintaining outstanding standards, and product knowledge.</li><li>○ Maintain awareness of all product information, merchandise promotions, test merchandise and advertisements.</li><li>○ Receives orders and verifies that CMP Store customers meet all eligibility criteria.</li><li>○ Input sales order into CMP sales order processing system.</li><li>○ Operates cash register and runs report for close of business day.</li><li>○ Manage store operations as needed when North Store Manager is unavailable.</li></ul>
<b>Guidelines Available:</b>	CMP Policies, CMP Employee Handbook
<b>Physical Demands &amp; Work Environment</b>	Frequently lifts items weighing 20-50 pounds. Work requires sitting, walking, bending, and long periods of standing on concrete floor or other hard surfaces. Work environment will mainly be inside of an office, retail store and warehouse that is well lit and heated.
<b>Qualifications</b>	Education/Experience: Associate degree in business or similar discipline, or equivalent experience in accounting and/or retail sales.

Background in firearms, ammunition and sales, is helpful.

Skills/Training: Excellent computer skills with the ability to use Microsoft 365 applications and the NetSuite ERP system. Effectively communicate with company leadership, vendors, and competitors/customers is essential.

Travel and carrying firearms will be required. A valid driver's license is required for travel and driving CMP owned vehicles.

Must complete Safe Sport Certification.