

Position Description: Trade Sales Assistant

Position Title: Trade Sales Assistant

Location: Mitre 10, Temora NSW

Employment Type: Permanent Full-Time

Reports to: Trade Manager

Scope

The Trades Assistant plays an important role in the smooth operation of Moses Mitre 10. Working closely with the Trade Manager, the role focuses on assisting trade and retail customers, ensuring stock levels are maintained, and keeping the store and trade yard safe, organised, and well presented. This is a hands-on position that requires a balance of customer service, product handling, and teamwork.

Qualifications and Skills:

- Practical knowledge of hardware, tools, or building products.
- Strong communication skills with a passion for customer service.
- Use of point-of-sale software programs
- Forklift licence or willingness to obtain.
- Current Drivers licence.
- Strong organisational and problem-solving abilities.
- Attention to detail with the ability to follow instructions.
- Physically fit and capable of manual handling.
- Reliable, punctual, and able to work independently or as part of a team.

Primary Responsibilities:

- Provide friendly, professional service to trade and retail customers.
- Prepare and fulfil trade orders efficiently and accurately.
- Assist with stock control, including receiving, unpacking, and replenishing stock.
- Operate forklifts, pallet jacks, and other equipment safely (with training if required).
- Deliver goods to customer job sites safely and on time (if required).
- Maintain tidy, safe, and well-organised trade yard and store areas.
- Support the setup of displays, promotions, and merchandising.

- Work collaboratively with team members to achieve store goals.
- Provide relief support for the Trade Manager as required.

General

- Abide by BA Moses Pty Ltd policies and practices as varied from time to time.
- Participate in BA Moses Pty Ltd performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information.
- Responsible for building and preserving the reputation and high standards of BA Moses by always adhering to the Code of Conduct.
- Contribute to the quality improvement process.

Workplace Health and Safety

- BA Moses Pty Ltd endeavors to provide a working environment for its employees that is safe and without risk to health. Employees are required to:
- Take reasonable care for their own safety and that of anyone else who could be affected by their actions.
- Be responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with BA Moses Pty Ltd in any action it considers necessary to maintain a working environment which is safe and without risk to health.