

Allen's Camera

4401 New Falls Road

Levittown, PA 19056

www.allenscamera.com

(215) 547-2841

Job Title: Sales

Reports to: President

Estimated Hours per Week: Full Time/Part Time

About us:

Established in 1977, Allen's Camera Shop, Inc. has grown to be a primary destination for photographers around the country. We specialize in providing support to photojournalists, nature, sports and event photographers by offering a full product inventory and legendary customer service.

We are currently seeking a motivated individual to join the Allen's team. Close attention to detail and excellent organization skills are required to succeed.

Job Description:

Main responsibility would be to interface with customers in a retail camera store. Sales cycle involves identifying customer's needs, identifying product(s) that meet those needs, educating customers whenever appropriate, executing the sale and any necessary follow up. Sales are also commonly made over the phone and an ability to communicate in a professional and efficient manner is very important. Knowledge of photography is required and prior retail experience is preferred. There are many other tasks to be completed when direct customer interaction is not taking place. Employee must be willing to perform administrative tasks in addition to sales responsibilities. Examples of some common tasks are outlined below.

Tasks:

UPS receiving/check in/pricing/special orders slips process

Point of sale management (inventory, etc)

Retail camera sales

Online inventory product requests/tracking/follow up

Online inventory management/product creation (new and used)

Invoice/packing slip reconciliation

Filing

General facility tidiness/cleaning

Manufacturer instant rebate submissions

Online instant rebate updates/advertising

Social media relationship management

Physical product-line inventory

Purchase order creation

Ebay product listing creation

Phone support (as needed)

Passport photos

Defective returns

Sales support

Other duties as assigned

Necessary skills:

2 years of photo industry retail experience preferred.

Employee MUST be extremely organized, methodical, and diligent. Duties require great attention to detail, follow-through and ability to multi task. A positive attitude, strong communication skills and willingness/capability to learn will be necessary to succeed. Employee must possess strong computer skills and familiarity with Windows operating systems. Familiarity with the Microsoft Office Suite (particularly Excel) is preferred. Problem solving and process improvement skills are very desirable. Familiarity with current and developing social media networks, as well as creative marketing skills are preferred.

Thank you.

If you want to apply for a position please send resume to:

brandon@allenscamera.com