



BOW AND BARREL SPORTSMEN CENTER

FIREARMS – ARCHERY – INDOOR RANGE – TRAINING SERVICES
Member NSSF & NRA

22940 Harlan Lane
Saint Robert, MO
65584
(573) 433-9140

www.BowandBarrelSports.com
 [BowandBarrelSports](https://www.facebook.com/BowandBarrelSports)

Retail Associate and Archery Technician – Part Time

General Description of Duties and Essential Functions

Provide superior customer service by assisting customers in selection, demonstration and purchase of all products including bows and archery accessories, to include repair, set-up and tuning of archery equipment. Position also requires as needed assistance in the sale of firearms and ammunition, special orders, memberships, courses, any and all other facility services. Keep shelves fully stocked, products faced and clean, keep fronted and stocked according to store policy. Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service. Conduct as assigned Archery Training and Range Safety Operations.

Required Knowledge, Skills and Abilities

- Demonstrated knowledge and support of Bow and Barrel Sportsmen Center's mission.
- Ability to legally obtain and maintain the following permits and licenses: NRA Range Safety Officer Certification and other Archery related certifications as required.
- Ability to support management to foster a high level of customer service.
- Ability to operate, demonstrate and explain merchandise in assigned area.
- Ability to demonstrate and teach safe archery and firearms handling practices.
- Ability to operate store equipment including cash registers, inventory scanners, telephones, point of sales system.
- Proficiency in archery and firearms sales to include forms as required by Federal, State, and Local laws.
- Thorough knowledge of ATF regulations regarding the sale, storage and transfer of firearms.
- Thorough knowledge of MO Department of Justice Regulations regarding the sale, storage and transfer of firearms.
- Proficiency in verbal communication to ensure establishing and continuing solid business relationships with vendors, customers, staff, colleagues, and other visitors.
- Ability to effectively interact with all levels of store visitors and colleagues.

Essential Job Functions

- Understand and respond appropriately to customer and employee inquiries.
- Ensure compliance with all Federal, State, and Local laws as they relate to the sale and related processing of firearms.
- Model customer service and promote sales whenever interacting with staff and customers.
- Emphasize courteous and knowledgeable assistance to each customer.
- Ensure appearance and maintenance standards of store are kept.
- Assist in the scheduled inventory process to ensure control measures are followed.

Qualification Standards

- EDUCATION: High School Graduate or equivalent; and ability to complete National Rifle Association certifications in firearms safety and training.
- EXPERIENCE: 2 years relevant experience in archery usage and training.
- OTHER REQUIREMENTS: Pre-employment drug screening, physical, and background checks.
- GROOMING AND APPEARANCE: A professional image and hygiene standard in compliance with all local health and safety codes applicable for this specific industry.
- CONDUCT: Bow and Barrel Sportsmen Center is seeking to create a safe and family oriented environment and will not tolerate abusive or obscene language or behavior towards fellow employees or our customers.
- PHYSICAL REQUIREMENTS: Ability to operate in a retail and training environment that requires long term standing, ability to bend and kneel down for short periods of time, ability to lift up to 40lbs.
- SAFETY REQUIREMENTS: Must be Mentally and Emotionally stable, Must be willing to openly carry firearms in the course of daily duties for the safety and security of customers and fellow employees.

Position Information

- Part-Time (up to 27 hours per week)
- This position reports to the Director of Retail Sales.
- This position may require other duties as assigned.
- Proven strong interpersonal skills with the ability to interact with a diverse mix of customers.
- Must possess good verbal and written communication skills.
- Handle tasks with competing and conflicting requests.
- Computer experience required. Strong familiarity with Microsoft Windows and Microsoft Office.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk or substantial harm to the health and safety of themselves or others.

Bow and Barrel Sportsmen Center is an Equal Opportunity Employer.