



9440 Center Point Lane, Manassas VA 20110 Ph:703-368-5981

## **Pool Store Office Helper**

- Pool Service Store operations with Office Manager assistance
- Part-time to Full-Time seasonal inside work
  - o Scheduled work days could include Sunday – Saturday, Apr thru Oct, with reduced days Nov thru Mar
  - o Some lifting (up to 50 pounds) required
- Continuous learner
  - o Performs pool water analysis and creates a printed solution
  - o Understands basic pool equipment enough to identify replacement parts required
- Excellent customer interactions
  - o Polite to our customers, Ability to interact with multiple customers at once
  - o Point-Of-Sale experience helpful but not required
- Technical
  - o Basic computer and phone skills
- Office Management
  - o Ensures inventory stocked and accurately priced
  - o Maintains a clean, safe work environment
- Compensation commensurate with experience