



**WESTERN
RANCH
SUPPLY**

Hardware Associate

Job Description

The Hardware Associate is responsible for day-to-day operation of the hardware department. This person will help customers in the hardware department and assist them with friendly customer service. Knowledge of hardware and products is critical for this position. Must be motivated, hard-working and driven.

Key Areas of Responsibility

- » Meet and greet customers
- » Merchandising and freight stocking
- » Maintain product knowledge
- » Maintain department organization and appearance
- » Professionally use phone and radio
- » Create and maintain a safe environment for customers and employees
- » Other duties as needed

Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Hardware knowledge
- » Familiar with standard retail processes

Physical Demands:

- » Standing for long periods of time
- » Heavy, repetitive lifting
- » Bending, carrying, and pushing

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



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West End Billings
7305 Entryway Drive
Billings, MT 59101
(406) 252-6692

Downtown Billings
303 North 13th St.
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(406) 252-6692

Great Falls
4000 River Dr. N
Great Falls, MT 59403
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The Shop
1615 6th Ave. N
Billings, MT 59101