

IMMEDIATE OPENING RETAIL ADMINISTRATIVE ASSOCIATE

Position assists store management by providing excellent customer service, recordkeeping of daily cash register receipts and bank deposits, setting store associate work schedules, overseeing payroll entries, assuring store deliveries are scheduled and follow through completed to customer satisfaction, assist at point-of-sale register and with other office duties as needed. In the absence of store manager, assumes certain management responsibilities to include opening or closing the store and ensuring all associates are productive and completing daily tasks.

Position is full-time with benefits to include health, dental, and vision insurance, 401k, and PTO. Qualified individuals should have 1-2 years retail experience, preferably with some experience in a supervisory role. Must have strong organizational skills, with emphasis on accuracy and attention to detail.

Avoid long commutes and enjoy Sundays off! Come to work for an established retail business. Apply in person preferred or submit resume to employment@cfcfarmhome.com.

**CFC FARM & HOME CENTER
12375 HARPERS RUN ROAD
BEALETON, VA**

