



JOB DESCRIPTION – Point Of Sale Specialist Part Time

CORE RESPONSIBILITIES –

POS Specialist will promote Eureka Payments in our community by providing expertise on POS functions and abilities. Assisting merchants when choosing what POS is right for them. Work alongside Sales Staff to close deals where a POS is being sold.

(Position could grow to full time)

Under limited supervision, employee will complete the following duties during work hours:

- Study and become familiar with POS Systems for which Eureka Payments is a reseller.
- Explain / Demo POS Systems to existing merchants and merchants currently being solicited by sales staff
- Basic servicing of POS questions from merchants and refer merchant to POS resources for more in-depth issues or questions
- Complete necessary paperwork for adding additional hardware or services to existing merchants
- Assist with initial on-site set-up of POS Systems sold by Eureka Payments
- A with other functions as it relates to the overall business of Eureka Payments. This may include terminal installations, supply delivery, incoming service calls, etc.

EQUIPMENT UTILIZED

- Personal computer
 - Employee is expected to be proficient in the following programs: Word, Excel, Outlook, PowerPoint, and general Internet usage.
- Fax/Scanner/Copier
- SmartPhone
- Credit Card Terminals – training to be provided
- Employee will be required to utilize his/her personal vehicle for transportation to/from sales calls. Employee is required to maintain adequate transportation as well as a valid Driver's License and insurance to maintain employment.

ENVIRONMENT

- Employee will be in a private or shared office at the Eureka Payment office
- Desk, Chair, PC, and all necessary supplies to complete job function will be provided.

COMPENSATION/PAYROLL

- Employee will be paid an hourly wage (DOE).
- Commission will be available for hardware sold and new business acquired.
- Mileage reimbursement for business-related travel will be allowed.

- Full Time Employees will receive the following
 - Health Insurance will be made available after 90 days of employment
 - 401K Plan will be available upon employee's 1st anniversary date with company
 - 3% of earning's contribution will be made to employees 401K after 1 year.