

**Job Description**

<b>Job Information</b>	
<b>Job Title</b>	Senior Sales Person
<b>Business</b>	Buildbase
<b>Reports to</b>	Branch Manager

**Job Summary**

To provide our customers with a knowledgeable, friendly and dependable service whilst at the same time optimising branch sales and gross profit. To effectively work as part of a team ensuring that our customers' expectations are not just met but exceeded.

- Typical Tasks & Activities**
- Build effective working relationships with customers, in order to understand their requirements thus ensuring that the correct products are supplied.
  - Use initiative to identify sales opportunities and offer advice and solutions to customers, thus maximising profitable sales and margin.
  - Ensure that company policies are followed at all times when producing paperwork associated with sales.
  - Liaise with suppliers where necessary.
  - Support the Department/Section Manager and colleagues in working as a team to ensure the branch operates efficiently and effectively within company policy.
  - Ensure a tidy working environment at all times in line with health and safety guidelines.
  - Actively safeguard against theft of company goods or property by being security conscious at all times.
  - Perform any other duties as may be deemed necessary or as may be required by the company.

- Skills & Experience**
- Experience within a builders' merchants
  - Must be prepared to fully support the Branch at the annual stock-take.
  - Should be willing to be flexible in duties undertaken.
  - Able to demonstrate excellent and up-to-date product knowledge.
  - Able to keep a maintained and presentable counter area.
  - Keep admin and paperwork up to date.