

**Job Description**

<b>Job Information</b>	
<b>Job Title</b>	Counter Sales Person
<b>Business</b>	Buildbase
<b>Working Hours</b>	Monday – Friday between 7am – 5pm and alternate Saturdays 8am – 12pm.
<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.
  - Maintain a clean and effectively merchandised counter area in line with company policy.
  - Ensure that company policies are followed at all times when producing paperwork associated with sales.
  - Liaise with suppliers where necessary.
  - Support the Branch 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.

<b>Skills &amp; Experience</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Strong relationship building skills, with experience of dealing with a wide range of customers</li> <li>• Experience of working in a target driven environment</li> <li>• Great planning and organisational skills</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a Builder’s Merchants</li> </ul>

- Must be prepared to fully support the Branch at the twice yearly stock-take.

#### **Our Winning Ways**

##### **Team up and Beat the Competition**

- Help others to be successful
- Celebrate achievements
- Work as one Grafton Team

##### **Be our Customers' Favourite**

- Go the extra mile
- Be attentive
- Make them feel valued