

Job Description

Job Information	
Job Title	Counter Sales Supervisor
Business	Buildbase
Working Hours	Monday – Friday between 7.30am – 5pm and alternate Saturdays 8am – 12pm.
Reports to	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.

Skills & Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • Ability to meet and exceed branch bonus targets. • Able to comply with health and safety requirements/regulations • Must be tidy and organised with a keen eye for detail 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working within a Builder’s Merchants • Hold a Forklift Truck Licence

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

Our Winning Ways

Don't Walk Past a Problem

- Make it a safe place to be
- Ask for help if you need it
- Take action to get things sorted

Team up and Beat the Competition

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