

Job Description

Job Information	
Job Title	Gas & Heating Spares Sales Person
Business	Buildbase
Working Hours	Monday – Friday between 7.30am – 5pm and alternate Saturdays 8am – 12pm.
Reports to	Branch Manager

Job Summary

Responsible for all Gas and Heating Spares stock including procuring special or none standard parts. Also responsible for the upkeep and organisation of the warehouse and to effectively work as part of a team in which you'll make sure our customers can rely on a timely, friendly and dependable service.

- Typical Tasks & Activities**
- Ensure adequate stock levels of products are available at all times, re-ordering stock and dealing with returns.
 - Sourcing none standard and special components in a timely and efficient manner.
 - Liaising with customer regarding lead times, stock outs, delays or any other matters.
 - Receive and check off deliveries to the branch, highlighting any anomalies and ensuring secure, correct and timely storage of such deliveries in line with health and safety guidelines.
 - Ensuring that customers are served promptly and efficiently at all times.
 - Ensure that the warehouse is kept tidy at all times, that stock is clearly identifiable and low stock levels re-ordered or highlighted to branch management where necessary to make certain products are available at all times.
 - Assist with picking and loading of company vehicles.
 - Actively safeguard against theft of goods or company property by being security conscious at all times.
 - Work and communicate as a team member to ensure the branch operates efficiently and effectively within company policy.
 - 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 • Must be prepared to fully support the Branch at the twice yearly stock-take. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working within a Builder's Merchants • Hold a Forklift Truck Licence

Our Winning Ways
<p>Don't Walk Past a Problem</p> <ul style="list-style-type: none"> • Make it a safe place to be • Ask for help if you need it • Take action to get things sorted <p>Team up and Beat the Competition</p> <ul style="list-style-type: none"> • Help others to be successful • Celebrate achievements • Work as one Grafton Team