

**Job Description**

Job Information	
<b>Job Title</b>	Sales Manager
<b>Business</b>	Buildbase
<b>Working Hours</b>	44.5 hrs per week
<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**
- To manager the Sales Counter and Sales Counter staff.
  - 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><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a similar environment, ideally a Builder's Merchants</li> <li>• Experience of managing a team</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a Builder's Merchants</li> </ul>

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| <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> |  |
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