

# SALES PERSON

## JOB DESCRIPTION

### JOB INFORMATION

<b>Job Title</b>	Sales Person
<b>Business</b>	Buildbase
<b>Working Hours</b>	44.5 hours per week
<b>Reporting 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.

## 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 displayed work 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

### Essential:

- Able to meet and exceed branch bonus targets
- Able to demonstrate excellent and upto-date product knowledge.
- 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.
- Should be willing to be flexible in duties undertaken e.g. relief counter sales/warehouse/driver duties as and when required

### Desirable:

- Experience of working in a Builder's Merchants

# OUR VALUES



We have the know-how



We get stuck in



We stand together



We get it done



## **WE HAVE THE KNOW-HOW**

Our customers rely on us to understand their trade, so we work hard to make sure we know our stuff.

We train our teams to be the best they can be, to build on their skills and to share their knowledge.

## **WE GET STUCK IN**



This is a “roll your sleeves up” business.

We are all willing to muck in and get our hands dirty to make Buildbase brilliant.

Everyone in Buildbase has a can-do attitude and we take pride in everything we do.

## **WE STAND TOGETHER**



Buildbase is one family

We work together across teams, look out for each other and our number one priority is to make sure everyone goes home safe.

No matter what their background, we respect each other and value everyone’s contribution.

Our people are proud of the part they play in their local communities and we all do our bit to protect the environment and support charities large and small.



## **WE GET IT DONE**

Through the resilience and determination of our people we deliver on our promises and that's why our customers trust us to get the job done.

We will always go the extra mile to make sure we are brilliant at what we do, whether we are based in branch, in the office or on the road.