

PROUDLY LOCAL HELPING LOCALS

TRADE SALES ASSISTANT – WHITSUNDAY

Permanent Fulltime

Purpose of the Position:

Provide exceptional customer service and product knowledge while assisting with sales, stock control and merchandising.

Duties & Responsibilities Include:

- Service customers promptly and efficiently at point of sale counter and assist with their product selection.
- Contact appropriate departments for goods required by customers that are not held within the Branch to check stock availability.
- Assist with Quotes, Customer Orders and Quote & Order Follow Up where required to maximise sales opportunities.
- Ensure all product labelling is accurate with codes and pricing.
- Ensure all stock is located as per bin locations and/or has adjustments made to stock sheets for stock position.
- Participate in product and procedure training initiatives
- Stock rotation and presentation, general housekeeping and other duties as requested, in line with company procedure
- Load and unload customer orders in accordance of company manual handling procedures.
- Adhere to all Workplace Health and safety requirements.

Skills Required Include:

- Demonstrated exceptional customer service and customer focus.
- Proven sales experience and a strong knowledge of building supply associated products
- Approachable, confident and energetic with a pleasant disposition and the ability to effectively deal with customer queries and/or customer complaints.
- The ability to communicate and work effectively within a sales team and demonstrate strong interpersonal and relationship building skills.
- Strong initiative and the ability to prioritise tasks to maximise efficiencies.

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