

## **SALES ASSISTANT POSITION - HANCOCKS DRAINAGE & BUILDING SUPPLIES**

### **FULL TIME POSITION WITH ALTERNATE SATURDAYS**

The ideal candidates will be approachable and friendly, someone who will meet the needs of our customers and provide service with a smile. In this position, you will play a key role in the sale of our full range of building supplies and therefore, previous sales experience in a merchant environment is preferred for this role. Strong customer service experience is essential. Please note that this role involves working alternate Saturdays.

### **Responsibilities and Duties**

- Dealing with customers face to face and over the telephone.
- Giving excellent customer service and sound product advice.
- Providing quotations for customers.
- Taking a proactive approach to sales, using every opportunity to make or increase a sale.
- Serve customers – on occasion you'll be required to operate a forklift.

### **Qualifications and Skills**

You will be working within a close-knit team and will be dealing with our customers on a daily basis. You will, therefore, need to be the person that our customers will look forward to knowing that they will always receive excellent customer service and sound advice. You should also be enthusiastic, hardworking and have a positive attitude alongside:

- Sales experience within a merchant environment is preferred for this role, as well as building supplies product knowledge.
- Confidence when dealing with customers.
- The ability to build great customer relationships.
- A good telephone manner, excellent communication, and interpersonal skills
- Computer literate
- Customer service experience – **essential**.

### **Benefits**

- Competitive Pay
- Full Training Provided
- Pension Scheme
- Free Parking
- Forklift Training
- If you or someone you may know may be interested in this role: Please email: [paul@hancocks-building-supplies.co.uk](mailto:paul@hancocks-building-supplies.co.uk)