

Job Description

Job Information	
Job Title	Sales Person
Business	Buildbase
Working Hours	44.5 hrs per week
Reports to	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**
- Sales:**
- 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	
<p>Essential:</p> <ul style="list-style-type: none"> • Able to meet and exceed branch bonus targets • Able to demonstrate excellent and up-to-date product knowledge. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working within a Builder's Merchants

<ul style="list-style-type: none"> • 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. 	
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Our Winning Ways
<p>Know Your Stuff</p> <ul style="list-style-type: none"> • Be the best at what you do and understand your customer <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>Find a Better Way</p> <ul style="list-style-type: none"> • Think differently and share new ideas • Make smart choices <p>Build Trust</p> <ul style="list-style-type: none"> • Listen with an open mind • Respect everyone • Keep your word <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 <p>Be our Customers' Favourite</p> <ul style="list-style-type: none"> • Go the extra mile • Be attentive • Make them feel valued