



Counter Sales Associate

The Counter Sales Associate will provide customer service by processing sales at the lumber desk, over the telephone, and through email. The ideal candidate will have knowledge of building materials and will possess strong customer service skills.

RESPONSIBILITIES:

- Provide customer service at the counter and over the telephone
- Prepare and process job quotes and orders with a high level of accuracy
- Participate in cycle count process as directed
- Help maintain inventory
- Act as liaison with Shipping and Receiving to help coordinate deliveries
- Communicate effectively with all internal staff and customer base

QUALIFICATIONS:

Education: High school graduation or equivalent

Experience: 1 year building materials sales experience preferred

Knowledge, skills and abilities:

- Point of Sale Software – Epicor– Training provided
- PC – Basic computer skills
- Telephone skills
- Attention to detail
- Attentive Customer Service