



**VACANCY: Sales Assistant (Birmingham – Meadway x 1 , West Bromwich x 1)**

We are a Midland based builders merchants with over 30 years establishment in the building trade. We currently operate four depots around the west midland region with a forward-thinking culture to expand within the industry.

The company currently operate around 18-20 truck vehicles in which all have the ability to load various types of materials with crane capabilities. This includes all building products including civils such as concrete rings, ducting, piping, bricks, blocks and jumbo aggregates.

The company is looking for a Sales Assistant for our Birmingham & West Bromwich Depot to join the sales team. The successful applicant will hold key responsibilities not just within this depot but to work with our other branches to ensure company expectations are met.

**Key responsibilities-**

- Assisting in processing sales and serve customers
- Must be able to grasp the EPOS system to ensure the correct building products are processed on the system.
- Advise customers of products and general understanding of building products
- Liaise with customers both over the phone and in person, taking orders, resolving issues and offering product advice.
- Must have some IT knowledge of using computer systems
- Restock products, maintain stock levels and carry out stock checks for audits
- Using the EPOS system to process deliveries
- Liaise with Yard Staff on a daily basis.
- Ambition to work for a leading Builders Merchants in order to strive for success.

**People Skills**

- Answering phone calls and advising customers including any queries with regarding to deliveries and sales advice.
- Strong communication skills
- Offer a first class service to customers via telephone and in store
- Work Monday to Friday - 7.30am - 5.00pm and every other Saturday and occasional Sundays).

Desirable skills would be working previously in a similar industry.

**Benefits**

**Competitive salary depending on experience.**

Please submit your CV to [harvy.nandra@dbmdiy.co.uk](mailto:harvy.nandra@dbmdiy.co.uk).

Closing date for applications: 27-04-18

**NO AGENCIES!**