

West Brothers

Tool Repair Specialist

Position Title: Retail Sales Associate

Employee Classification: Hourly based on Experience

Supervised By: Store Manager

Primary Responsibility:

Provides sales support and outstanding customer service

Job Duties/Responsibilities:

- Completes customer sales transactions in a professional and courteous manner
- Must be mechanically inclined (or willingness to learn) to work on and fix pneumatic framing nailers, jobsite compressors, and other tools
- Work closely with the other Kellogg Supply employees to provide the best possible customer service
- Enter accurate and timely customer orders into the computer system as needed
- Receive customer inquiries related to pricing, availability, delivery, back orders, returns, credits and orders
- Assist in daily store opening and closing procedures
- Actively engage in increasing knowledge of industry, products, customers and sales techniques
- All other job-related activities assigned by Supervisor

Experience/Skills:

- Knowledge of hardware and building products a plus
- Strong interpersonal and customer relations skills
- Strong verbal and written communication skills
- Ability to multi-task and prioritize in a fast paced environment
- Strong attention to detail and follow-through
- Basic math and measurement skills
- Proficient in Microsoft Office Products
- Proficient with POS systems (building supply specific a plus)

Minimum Requirements:

- High School Diploma or equivalent
- Valid drivers license

Work Environment:

Kellogg Supply Company is an independently owned and operated building supply company. We strive to provide the best possible service for our customers, while maintaining a safe, rewarding, and fun work environment for our employees. This position will primarily consist of an office and customer worksite environment.

Salary	Hourly
Career Level Required	Experienced (Non-Manager)
Experience Required	2+ to 5 Years
Education Required	
Job Type	Employee
Job Status	Full Time

Contact Information

Phone :

Fax :

Email :