**Position Description**

**Position: Inside Sales Associate**

**Reports to:**

**Date:**

**Purpose of the Position**

The primary role of this position is to handle counter sales and provide service and information to customers who walk into the company’s retail showroom. Position is also responsible for maintaining stock levels on the sales floor and assuring an orderly, attractive, clean, and safe retail environment.

**Scope of the Position**

This position is housed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation and interaction with the store manager and the sales team.

**Nature of the Position**

Major elements of this role include, but are not limited to, the following:

* Sells lumber and related materials to customers who come into the store’s sales floor.
* Provides support and help to DIY customers.
* Handles telephone and email inquiries from customers as appropriate.
* Coordinates customer delivers as appropriate.
* Creates accurate sales tickets and enters all information into the computer system.
* Operates cash register and balances drawer daily.
* Maintains shelf and floor stock levels and works with purchasing to assure adequate inventory in the stockroom.
* Maintains an attractive, orderly, clean, and safe sales floor.
* Stays alert to things that need to be done and, without being asked, takes initiative to see that they get done.

**Position Qualifications**

Position qualifications for the ideal candidate include:

* At least 3 years work experience; some sales experience preferred.
* Working knowledge of lumber and building materials.
* Computer literacy
* Strong communication skills.
* Strong interpersonal skills.
* Ability to work independently with limited supervision.
* Ability to effectively build and maintain relationships with other employees and with customers.
* Ability to work effectively in a team-based environment.
* Ability to demonstrate common sense and good judgement.
* High school diploma or equivalency.

**Salary Range**

Minimum\_\_\_\_\_\_\_\_\_\_ Mid-point\_\_\_\_\_\_\_\_\_\_\_\_ Maximum\_\_\_\_\_\_\_\_\_\_\_\_