Sales Counter Assistant – Swindon Branch

Kellaway Building Supplies aims to be the Merchant of Choice for Employees, we do this through our culture and safety but also by rewarding our teams for their efforts, commitments and dedication. Kellaway Building Supplies and the Kellaway Group of businesses are ambitious and have a strong and determined approach to growth. To support this growth and to achieve our strategic company goals we have many development opportunities available at all levels of the business.

What We Offer:

- **Competitive Salary:** £26,436.80 + monthly performance bonus and overtime pay
- **Generous Holidays:** 33 days (including bank holidays) with an additional buy and sell scheme
- **Comprehensive Benefits:**
  - Contractual sick pay
  - Group pension scheme
  - Free life insurance
  - Cycle to work scheme
  - Provided uniform & PPE
  - Employee Assistance Programme with:
    - Unlimited 24/7 Remote GP appointments
    - Unlimited Mental Health Support
    - Bereavement Counselling
    - Physiotherapy consultations
    - Medical Second Opinion
    - Financial and Legal Support
    - Wellbeing Content and Assessments
    - 1-2-1 Lifestyle Coaching sessions
    - Savings and Discounts
- **Career Growth:** Full training, coaching, and extensive opportunities for career development

Hours:

- Basic 40 hours Monday to Friday between 7:30am and 5:00pm
- Saturdays on a rota basis 8.00am – 12.00noon
- Stocktake weekend

Your Role:

- Selling to customers over the internal sales desk & sales counter
- Taking and processing customers' telephoned orders
- Dealing with directs and delivered sales
- Dealing promptly and efficiently with customer requirement and queries
- Building business relationships with key customers
- Advising customers trade and retail with project solutions
- Maximising sales and margin
- Monitoring and ordering stock within the company's timescale criteria, ensuring good rotation of stock
- Carrying out stock checks in accordance to depot procedures

What We're Looking For:

- Customer service skills essential
- Sales and negotiation skills essential
- Knowledge of building, plumbing and heating products desirable
- Communication skills
- Literacy / Numeracy skills
- Ability to work on own initiative and as part of a team

Why Join Us? At Kellaway Building Supplies, we believe in nurturing our employees and providing them with the tools they need to succeed. If you're looking for a dynamic and supportive work environment with plenty of opportunities for growth, we would love to hear from you!

Apply today and become a valued member of our team!