



We are hiring a part-time bilingual **Counter Sales Associate**. We are looking for an enthusiastic person with outstanding communication skills to join our sales team and give exemplary customer service to our customers.

Essential job duties and responsibilities:

- Provide information to customers on stock availability, pricing, and delivery options.
- Answer calls with exemplary phone etiquette.
- Take walk in orders in the POS system effectively and timely to assure great service.
- Build relationships with our customers and fellow co-workers.
- Ability to offer customers options on stocking items needed for their business needs.
- Greeting customers and assisting customers through the entire sales process.
- Monitor inventory in the shop and restock products as needed.
- Recommend purchases.
- Keep the counter clean and organized.
- Maintain store product inventory levels, pick and consolidate orders.
- Must be able to work Saturdays 7am – 1pm (if required)

Qualifications:

- Education: High School or GED required or 1-3 years of relevant experience.
- Must be a team player, self-motivated, and able to work efficiently in a fast-paced environment and adapt to various situations.
- Demonstrate effective communication skills (oral and written).
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Good attendance and a positive attitude are a must.
- Proficient with typing and computer as well as willingness to learn other projects during downtime.
- Proficient with basic knowledge of water and sewer supplies along with hardscape materials Preferred.
- Bilingual Preferred.

Physical Requirements:

- Must be able to lift 15 pounds at times.
- Must be able to stand for a long duration of the workday.

Pay type:

- Starting pay from \$18/hour + (depends on experience)
- Part-time 20-30 hours.

Please send resume to Aneta – aneta@desplainsmaterial.com or call 847-626-5754

All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.