



We are now hiring a part-time **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. The CSA must have some basic knowledge of water and sewer supplies along with hardscape materials to provide excellent customer service.

### **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.
- Must be able to work Saturdays 7am – 1pm.

### **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).
- Demonstrate ability to successfully handle multiple tasks simultaneously.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Good attendance and a positive attitude are a must.
- Proficient with POS systems and willingness to learn other projects during downtime.

### **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.



**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.**

Please send resume to Marlene at [marlene@desplainesmaterial.com](mailto:marlene@desplainesmaterial.com) or call 847-626-5754.