



# JOB DESCRIPTION

**Job Title:** Counter Sales Associate

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**Position:** [  ] Salary  
[  ] Hourly

**Location:** To Be Determined  
**Grade:**

**Department:** Operations  
**Supervisor:** To Be Determined  
Branch Manager

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**Approved By:** Jonathan Annas

**Date:** 05/09/22  
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## Brief Overview

Our counter sales associates are knowledgeable, energetic and consistently deliver the best overall customer experience. To succeed in this role, you need to be passionate and customer obsessed while serving commercial and residential consumers in the Green Industry.

## Essential Duties & Responsibilities

- Demonstrate exceptional customer service to all customers
- Cultivate and manage strong relationships with customers
- Assist customers with their questions and needs, either in person, via the phone
- Pull and prepare inventory orders for customer pick up or delivery
- Identify and capitalize on opportunities to grow sales with customers and prospects
- Assist with merchandising product and managing inventory, which involves cycle counts, inventory, spot counts, and end of the day process
- Maintain a safe working environment

## Skills We Are Seeking

- Excellent customer service skills
- Ability to think quickly and make decisions
- Ability to use a computer to assess information
- Inventory management experience helpful
- Understand of inventory management
- Must be able to lift a minimum of 50 pounds
- High school or secondary diploma or equivalent preferred
- Lawn and Landscape experience is a plus
- Available to work overtime during peak season (if required)