



Position Available

Counter Salesperson

Summary

Counter Salesperson works in a fast-paced, challenging and diverse environment providing construction product solutions to our customers in Northeast Ohio. Knowledge and expertise is gained by product training, and handling customer inquiries and sales for building materials related to concrete and masonry construction. Each customer stopping at our location, calling, or texting may have a different need or require a unique solution to successfully complete a project. Proficient and experienced counter salespeople will be considered for future advancement to outside sales positions.

Location: Akron, OH

Compensation: Full-time position, with comprehensive employee benefits.

Hours of Work: Normally Monday through Friday 7 am – 4 pm, plus 8 am – 12 pm on Saturdays during the construction season.

Responsibilities

- Answers customer questions and advises them on suitable products they can use on their projects.
- Accurately and timely enters customer orders into the Company's order-entry system.
- Works with outside salespeople on entering orders for customer pick-up or looking up product information and application.
- Informs customers on product preparation and application rates, unit prices, product safety information, and delivery dates. Contacts customers if there is a delay in shipping.
- Handles cash sales and reconciliation of the Daily Cash Sales Register, plus keeps track of Open Sales Orders and partial shipments on Sales Orders. Processes credit-card transactions that occur at the sales counter.
- Follows-up with customers after the sale to verify that products have performed to the customer's expectations or to answer additional questions they may have.
- Coordinates with the Kuhlman Credit Department on customers that are past due and "on hold".
- Initiates purchase orders for direct shipments to customers.
- Processes merchandise returns.
- Handles customer complaints.
- Prepares various reports for management, including cartage reports, form-rental contracts, inventory reports, inventory receipts, and special-order returns.
- Replenishes shelves in the showroom with building materials, accessory items and promotional materials.
- May be assigned additional tasks and duties by management.

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Required Skills

- Minimum two years of inside-sales experience, with building materials-related sales preferred, but not required.
- Demonstrated ability to effectively communicate with customers in-person or over the telephone.
- Be able to lift and carry products weighing up to 100 pounds.
- Work effectively with co-workers and customers.
- Uses effective written and oral communication skills.

For Questions or to Submit a Resume

E-mail Mary Mikesell (mmikesell@kuhlman-corp.com), Kuhlman Corporation Human Resources Coordinator.

Or mail her at Mary Mikesell, Kuhlman Corporation, 1845 Indian Wood Circle, Maumee, OH 43537.