COUNTER SALES CONSULTANT/WAREHOUSE ASSISTANT

Hot & Cold Supply is a Wholesaler, Master Distributor, and OEM Manufacturer for Commercial and Government customers. Located in the Western Branch area of Chesapeake. Hot & Cold is a very fast-growing company and a leader in its industry. We are always improving and extending our products and delivery of quality products to our customers.

Job Description

The Counter Sales Representative at Hot & Cold Supply will provide information to customers in response to inquiries about products and services. The representative will receive, review and process plumbing orders, and will explain products and product application to customers. They will also handle incoming order status requests from customers and ensure that issues are resolved both promptly and thoroughly. As well as assisting in the warehouse pulling of orders, stocking shelves, receiving material while maintaining counter and warehouse areas.

Duties and responsibilities

* Welcome customers and help provide plumbing products to meet their needs.
* Ask questions and respond appropriately to determine the customer’s counter needs.
* Answer counter phone calls.
* Performs a variety of sales duties, including but not limited to order entry, and account research.
* Pull customer orders and have staged for counter pick up.
* Prepares orders by processing requests and supply orders, pulling materials, packing boxes, placing orders in delivery area.
* Maintain current job and industry knowledge pertaining to plumbing.
* Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat, complying with procedures, rules, and regulations.

Skills and Qualifications:

* Teamwork, Coordination, Organization, Planning, Time Management, Reporting Skills, Inventory Control, Documentation Skills, Data Entry Skills, Dependability, and Drive a forklift.
* Plumbing Knowledge and would prefer two years’ experience in the plumbing industry.

Physical Demands:

1. Employees must frequently lift and/or move up to 75 pounds.
2. May occasionally be required to lift up to 125 pounds.
3. Employees must be able to safely operate warehouse equipment (pallet jack, and a forklifts)
4. Frequent bending, lifting, twisting and grasping.
5. Walking warehouse and pulling items for tickets

We are a Drug Free Workplace

This is a full-time hourly position-based Monday through Friday. Hourly pay will be discussed at the time of an interview and based upon employee qualifications.