

## **Sales Counter Person Job Description:**

The Sales Counter position shall be responsible for all over the counter cash, credit card and charge sales transactions, phone inquiries and product fulfillment in the Kansas City, Mo office. The counter clerk will communicate in written and verbal form to the Vice President Sales/ Marketing any and all information regarding industry, customers and product performance.

### **Key Responsibilities:**

- Assure customer satisfaction
- Represent Vance Brothers with integrity and professionalism.
- Submit weekly notes of activities to Vice President Sales/ marketing.
- Respond to e-mail/phone requests for all Pavement Maintenance products and literature.
- Communicate all requests or leads to outside sales reps.
- Assure daily cash box reconciliation.
- Be responsible for entire sales/loading of customers.
- Maintain cleanliness of show room.
- Assist any and all departments per supervisor's request.
- Maintain work areas in clean and safe manner.
- Maintain a good attendance and punctuality record.
- Perform these and other duties as directed.

### **Qualifications:**

- Perform moderately difficult mathematical calculations.
- The ability to diagnose problems.
- Successful completion and renewal of all assigned company safety courses as prescribed by the Plant Engineer and Safety Director.
- Strong attention to detail.
- Be available to work 7 days a week during peak season.
- Able to operate with minimal supervision.
- Effectively manage time to ensure orders and invoices are accurate.
- Interacting with customers while writing up sales tickets to fulfill orders.
- Individual must be able to work as an individual and in a team setting.

### **Compensation & Benefits**

- Full time, paying up to \$15.00 an hour.
- O.T. paid after 8 hours worked.
- Paid Health Insurance
- Optional Dental, Vision, Life Insurance and Short Term Disability.
- 401K.
- Pension.
- Profit sharing.
- Paid Vacation & Holidays.
- Interest-Free Employee Loans

\*Reply with resume attached or cut and paste resume

\*Visit website <http://www.vancebrothers.com/> \*bottom of page click on "about Vance" then click on Career Opportunities and download application.

\*Email application to [vbjobs@vancebrothers.com](mailto:vbjobs@vancebrothers.com).

### **E.E.O. POLICY**

*It is the policy of this company to assure that applicants are employed, and those employees are treated, during employment, without regard to race, color, religion, national origin, ancestry, marital status, sexual orientation, medical condition, disability, age, gender, veteran status or occupational qualification. Such action shall include, but is not limited to, application procedures, employment, upgrading, promotion, demotion, transfer, rehire, job assignment and classification, recruitment, recruitment advertising, layoff, termination, compensation, leave, fringe benefits, social activities, training and working conditions.*