

# Full Time Counter Sales Associate

Dain's Lumber is looking for a full-time counter sales representative for lumber, building materials and hardware. We are a full-service family run Lumberyard and Building Materials Retailer that has been supplying the greater Hudson Valley since 1848. Some of the product lines we deal with are dimensional lumber and sheet goods, PVC and composite decking/railings, millwork, mouldings, windows, interior and exterior doors and more.

## **Responsibilities:**

- Invoice customers for lumber, building materials and hardware
- Servicing incoming calls
- Completes basic quotes for customers
- Assisting with hardware inventory management
- Maintaining a clean counter and store

## **Skills:**

- General lumber or construction knowledge **REQUIRED**
- Excellent communication and interpersonal skills
- Prior experience in a fast-paced environment
- Sales and customer service experience
- Computer literacy
- Bilingual a plus
- Having sense of personal responsibility & being a self-motivator
- Ability to thrive in a fast-paced retail environment

## **Teamwork:**

- Consistently displays problem solving skills with customers and co-workers
- Assist Inventory Specialist in maintaining an appropriate level of inventory
- Take messages for other employees
- Communicates with Receiver regarding status of orders

## **Hours of Operation:**

Monday - Friday 7:30 to 4:30 & Saturday 8 to 1

## **Pay:**

Starting at \$18.00 per hour

## ***At Dain's you're family!***

When you join our team, you're joining a family-owned company that's been in business for over 175 years. We value our employees like family and are constantly working to promote a pleasant work environment for our employees. There is a lot of opportunity to grow here at Dain's. With hard work and dedication, you can expect to earn increases and promotions.