



R O M E R I L S

JOB DESCRIPTION

SALES CONSULTANT

Home Interiors Centre

Electrical Department

Our Vision

We are a vibrant retail market leader delivering the best, enjoyable shopping experience to inspire homeowners, while giving outstanding service. We know and engage with our customers, which gives us knowledge on delivering what they want. 'Best of the Best' in customer service is at the heart of all we do.

Our People

To be able to deliver our vision, we need self-motivated, passionate people who can offer quality customer service whilst performing with honesty and integrity. We provide a friendly, enjoyable and supportive work environment.

The Department

This position would predominantly be based within the Home Interiors Centre which sells electrical goods, furniture, lighting, white goods and small domestic appliances. The position would also involve working within the TV department, when necessary.

The Role

The purpose of the role is to maximise all sales opportunities at the highest level of profitability by giving comprehensive and professional advice whilst providing the highest level of customer service.

Reporting Lines

Reports to the Manager of the Department, the Assistant Manager or the Supervisor.

Standards

- ✓ Every employee is expected to be honest and trustworthy in their dealings with customers, colleagues and the company.
- ✓ Nothing less than excellent customer service is acceptable with both external and internal customers
- ✓ A high standard of confidentiality is required with our working practices and operating systems
- ✓ All staff are expected to work as part of the team
- ✓ All staff are expected to work efficiently and accurately
- ✓ All Standard Operating Procedures (SOPs) must be followed at all times



R O M E R I L S

PERSON SPECIFICATION

Knowledge of:

Sales and customer service

Computer Systems- to a good level

Any previous experience of working with electrical goods, furniture, lighting, white goods and small domestic appliances would be beneficial but not essential

Skills required:

Effective verbal and listening

Initiative

Self-management

Selling skills

Problem solving

Time management

Numerate

Prioritisation

Keyboard skills

Attributes

Flexible

Accurate

Calm under pressure

Reliable

Organised

Eye for detail

Logical

Common sense

Meets deadlines

PRINCIPLE DUTIES

1. Dealing with day-to-day sales, face to face and on the telephone
2. Maximising all sales opportunities at the highest level of profitability
3. Providing advice and guidance on products
4. Building solid working relationships with customers and suppliers
5. Ensuring all displays, sales and stock areas are kept clean, tidy and well stocked
6. Compile and placing stock orders with suppliers
7. Ensuring security of products on sale and in stock
8. Processing paperwork as necessary
9. Compiling and placing orders with suppliers
10. Liaising with suppliers and customers
11. Help organising displays

Changes

Because of the diversity of our business, this job description will inevitably change. There will be the need, from time to time, to undertake other activities that fall within the capabilities of the role holder, as directed by management.