



# R O M E R I L S

## JOB DESCRIPTION

### **SALES CONSULTANT** Paint, Flooring and Carpets

#### **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 Departments**

The Paint department sells varying ranges of paint and homeware which includes brands such as Farrow and Ball, Dulux, Brabantia and Judge. The Flooring department sells both wooden and LVT floors and carpets.

#### **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. In addition, the successful candidate will be expected to visit customers houses in order to measure rooms and advise on flooring solutions.

#### **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



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## PERSON SPECIFICATION

### Knowledge of:

Computer Systems- to a good level

Experience of working with paint or flooring is beneficial but not essential.

Driving licence is essential

### Skills required:

Effective verbal and listening

Initiative

Self-management

Driving licence (Essential)

Selling skills

Problem solving

Time management

Measuring

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
12. Site visits to measure for flooring and carpets

### 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.