

Glasgow Carnoustie Place Branch - Trade Sales Office Role

About the business and the role:

Richmonds Plumbing & Heating Merchants Ltd is a leading supplier of plumbing and heating products to trade customers through our six store locations.

We pride ourselves on our excellent customer service and our Sales staff are a vital part of this service.

We require a full time staff member with Industry Experience to join the team at our branch at Carnoustie Place, Glasgow.

Job tasks and responsibilities:

- **Customer Service**
- **Sales Order Processing**
- **Product quotes and special orders**
- **Liaising with suppliers**
- **Stock replenishment and ordering**
- **Dealing with telephone queries and communicating with customers and colleagues**
- **Other sales related duties as required**

Required skills and experience:

- **Knowledge of plumbing and heating materials and industry experience in a similar role is essential**
- **Excellent customer service**
- **Good communication skills**
- **Able to work on own initiative and as part of a busy team**

Working Hours:

8.00am – 5.00pm Monday to Friday

8.00am – 12noon every second Saturday

Salary and package negotiable depending on experience.

If you feel you have the right skills for this position please apply today.

Richmonds Plumbing & Heating Merchants Limited - Registered Office & Branches	E-mail	Telephone
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