



Position: Sales Associate

Department: Wholesale – Des Plaines

Reports To: 1. Sales Manager 2. Location Manager

JOB SUMMARY: Work as a member of the Lurvey Supply Sales Team to provide our customers and team members with an unparalleled level of service and support. Assist our customers with orders, product selection and needs pertaining to our inventory and services offered. Abide by and model – **EVERYBODY SERVES!**

Duties and Responsibilities:

- Answer incoming calls
- Accurately invoice customer orders
- Communicate with Sales Manager to facilitate customer needs
- Maintain sales displays and stocking in sales office
- Maintain office cleanliness
- Communicate with customers regarding their orders, deliveries and inquiries
- Develop and maintain personal relationships with Lurvey customers and partnered vendors

Knowledge, Skills and Abilities:

- Knowledge of business and other applicable computer-based and smart phone applications to allow efficient training on applicable systems
- Knowledge of general office equipment
- Ability to communicate in both oral and written form
- Suburb customer service skills and a willingness to learn our inventory are a must
- Ability to work as a team member in a fast-paced environment
- Ability to discern customer needs and direct them in the purchasing process
- Ability to complete tasks in the appropriate time frame and respond to request in a timely fashion
- Strong problem-solving skills



Position: Sales Associate (*continued*)

- Physical overall requirements range from sedentary work (prolong amounts of sitting) to medium-duty work (exerting up to 50 lbs. occasionally, 30 lbs. frequently and up to 10 lbs. constantly)
- Other physical activities include climbing (using feet and legs and/or hand and arms), reaching, standing for sustained periods of time, walking for long distances, lifting (moving objects vertically and/or horizontally), fingering (use of computer keyboard), grasping objects, feeling (touching with hands), talking (speaking detailed information) and hearing (perceiving sound)
- Visual acuity to operate motor vehicles and/or heavy equipment
- Ability to adapt to indoor and outdoor environmental conditions
- Bilingual (Spanish) is a bonus

Credentials and Experience:

- Minimum of high school diploma or GED
- Landscape/horticulture/outdoor living or similar industry background - is a plus
- Purchasing or inventory management experience - is a plus

We offer medical (flex spending included), dental and vision insurance. Other benefits include vacation, sick/personal days and 401k matching.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____