

*JP Corry is the leading Builders Merchants in Northern Ireland. Our name is renowned for providing excellent value and quality service in the supply of building materials and timber based products. We take immense pride in supporting our customers not only in our day to day service, but also through the development of our branch network, along with the improvement of our product and service range.*

*Within JP Corry we also provide excellent career opportunities in a challenging and rewarding environment. By hiring the right people for the job, and providing the right tools and training, we offer the opportunity to build a strong and lasting career, with continual support to develop and grow.*

**Trade Counter Customer Service Assistant**

*Ref: ED49*

We are currently recruiting for a permanent Customer Service Assistant to join our busy **Downpatrick** Branch.

This customer-centric role plays a fundamental part in our sales team, by assisting customers with their requirements and queries, whilst providing an exceptional, pre-emptive service, encompassing our customer 1st culture.

Job duties include, but are not limited to:

* Serving customers, both face to face and on the phone
* Handling cash and credit transactions
* Pricing incoming enquiries
* Merchandising
* Maintaining stock levels
* Upselling and cross selling relevant products
* Promoting group, regional and branch based campaigns
* Providing yard cover if appropriate

Working hours for this opportunity are 8 - 5 Monday - Thursday, 8 - 4 on a Friday along with rota based Saturday work.

This job role requires a positive and dedicated individual, who is motivated by meeting and exceeding customer expectations.

Further to this, an ideal candidate will be/have;

* Proven customer service experience, ideally face to face and on the phone
* The ability to build rapport with new and existing customers
* Strong communication skills
* Comfortable working in a busy environment
* Excellent organisational and prioritisation skills
* FLT licence
* Manual handing & Health and safety training

Experience working in the building and timber supplies industry would be distinctly advantageous to an application.

Benefits of this job opportunity include;

* Bonus scheme
* Flexible working and holidays
* Sharesave and share plans
* Pension Scheme and DIS Benefit
* Enhanced Maternity & Paternity pay
* Childcare vouchers
* Training opportunities
* Staff Discount

If you are interested in this permanent job opportunity, and feel you have the relevant skills for the role, please complete the application form on our website and submit it to [recruitment@jpcorry.co.uk](mailto:recruitment@jpcorry.co.uk) before the closing date on the 24th April 2017.

**JP Corry is an equal opportunities employer**