



# Trainee Trade Counter Sales Assistant

GPH is a four-branch business, headquartered in Inverurie. Our Westhill branch is looking to recruit a school leaver, preferably 18 years old but would consider 16-17 to work on our trade counter. Our business sells building and construction materials to house builders, all types of tradesmen and the public. We have been in business since 1982 and currently employ around 100 people from our local communities.

The role is a Trainee Trade Counter Sales Assistant. The working hours based on an 18-year-old are Monday – Friday 7am -5pm with an hour for lunch and every second Saturday 7am – 12:30pm. These hours would be adapted for a person under 18 years old to a maximum of 40 hours per week.

The broad job description is as follows:

## **Duties:**

Serving trade and public customers using our Epos system.

Dealing with customer queries and understanding their project needs.

Stock management – maintaining stock levels and preparing shop areas for promotions and keeping the shop shelves fully stocked and well presented.

Actively participate in learning product ranges and their uses, this is done via online and in-person training.

## **Entry Requirements:**

You should be full of energy and enjoy being with people. Delivering exceptional customer service is what sets us apart from the competition!

Good organisational skills with an ability to use own initiative – at times you'll work with our team and on your own.

Have an interest in working in a business that helps in building our local communities.

This role is an opportunity to embark on a long career. Our business believes in giving our staff the room and autonomy to grow and find their way in the Builders Merchants industry. Current and former colleagues that have started in this role have gone on to be Branch Managers, IT Managers and Business Directors.

## **Application Details:**

Please send your CV to [paul.shields@gph-online.com](mailto:paul.shields@gph-online.com) by Friday, 1<sup>st</sup> August.