



**RENTAL • SALES • SERVICE**

## **Counter Sales Associate**

Full-Time Job

K&K Supply is a family owned & operated tool and equipment rental company located in Fenton, Missouri. Seeking to hire a Full Time- Counter Sales Associate

### **Duties Include the Following:**

- Answer telephones professionally & pleasantly, assisting customers, taking orders & providing excellent customer service
- Follow-up on customer orders, resolve problems to the customer's satisfaction, respond timely to customers
- Processing payments
- Identifying and cultivating new sales opportunities
- Establish and maintain professional relationships with customers
- Developing and maintaining strong knowledge of K&K equipment line-up in addition to competitive products
- Coordinating delivery and pickup of equipment from customers
- Processing all quotes, sales, rentals, and lease-purchase agreements, supporting customer and company needs
- Assisting outside sales reps and management with field sales activities
- Effectively understanding and using all manufacturers programs and resources to generate new business
- Assist in maintaining appearance of the establishment as needed, straightening, cleaning counter area, warehouse, bathrooms, etc.

### **Requirements:**

- Follows all safety rules and regulations
- Maintaining a well-groomed professional appearance
- Excellent customer service skills.
- Able to work overtime and weekends.
- Must be 18 years of age.
- Must be able to pass pre-employment drug & alcohol screening.