

D.W Nye Ltd  
Dorking Road  
Kingsfold, Horsham  
West Sussex, RH12 3SD

T: 01306 628114  
F: 01306 627766  
E: enquiries@dwnye.co.uk  
W: [dwnye.co.uk](http://dwnye.co.uk)



## **Sales Executive** **Job Description**

### **The Company:**

D.W Nye Ltd are a family run business who were founded in 1985 and over the last 30+ years have established themselves in being a leading building materials supplier.

### **Main purpose:**

To serve customers by selling products to meet customer needs.

### **Main Duties:**

- Participate in the day to day running of the trade counter, shop and sales office.
- Advise and recommend on appropriate products.
- Assist customers in the selection and purchase of items.
- Follow policies and procedure relating to documentation for cash and account transactions and stock movements.
- Load materials into customer vehicles as required.
- Keep the shop area well stocked and in a neat and orderly fashion.
- Giving expert advice to customers regarding products.
- Assist with regular stock checks and annual stock takes.
- Dealing with telephone and email enquiries, quotations and orders.
- Handling customer complains in a professional and diplomatic way.
- Follow cashing up procedures at the end of the day.
- Any other reasonable management request.

### **Person Specification:**

The successful candidate must have;

- Previous experience in a builder's merchant environment (desirable)
- Good communication skills, written and verbal (essential)
- Previous customer service experience within a similar role (essential)

### **Package:**

- Hours: Monday to Friday 7am-5pm, alternative weekends 8am-12pm
- Salary: £22k-£25K (depending on experience)
- Onsite Parking, Employee Assistance Programme, subsidiaries provided.