



## **Counter Sales Representative Claymont, DE**

### **Company Overview:**

Rumsey is a dynamic, employee-owned electrical distribution company serving Eastern PA, NJ, DE and MD. In existence for over 100 years, Rumsey provides a competitive salary and benefits package, along with diverse opportunities for long term career development. Opportunities at Rumsey encompass a variety of skill sets and experience levels. The Rumsey team consists of over 250 employee owners that thrive in a fast-paced customer service environment. Rumsey just may be the company you've been looking for!

### **Benefits:**

- Stock ownership
- 401(k) with employer matching
- Medical/Dental/Vision/Prescription
- Life and Disability Insurance
- Flexible Spending Accounts

### **Position Overview:**

We have an opening for a Counter Sales Representative reporting to the Counter Operations and Sales Manager based out of our Claymont location. This individual will be responsible for proactively promoting and developing business. This individual must be aware of sales and gross profit goals and continually contribute to sales growth of branch. The Representative will process customer orders received in person at the counter and over the phone. The Representative is also responsible for receiving material, stocking shelves, inventory control, general housekeeping and supporting the Counter Sales Manager with the day-to-day operation.

### **Essential Functions:**

The essential functions are the tasks, duties and responsibilities that are critical to the job; the employee must be able to perform the essential functions with or without reasonable accommodation.

- Proactively promote sales growth at assigned branch by:
  - Proactively making sales calls to customers
  - Promoting add-on sales and vendor promotions
  - Promoting Counter Days
  - Effectively utilizing the company Customer Relationship Management (CRM) System
- Process cash and credit card transactions according to Company policy.
- Process orders/bids; enter into Eclipse business system.
- Receive product and stock shelves.
- Operate forklift and pallet jack.
- Wire cutting.
- Maintain wire rack; load rack and count inventory.
- Must frequently lift/move up to 20 pounds.
- Must occasionally lift/move up to 70 pounds.
- Keep current with new product development.
- Create positive relationships with customers.

- Represent the company at all times in a positive manner.
- General housekeeping.
- Assist in unloading delivery trucks and assist customers with loading product into their vehicle.
- Learn and follow company procedures and policies.
- Make deliveries using a company-owned vehicle as required.

**Required Knowledge, Skills & Experience:**

- High school diploma or GED, or commensurate experience.
- Valid driver's license and clean driving record.

**Desired Knowledge, Skills & Experience:**

- General working knowledge of electrical products.
- Previous counter sales experience (electrical product sales a plus).
- Strong oral communication skills.
- Working knowledge of basic computer skills.
- Forklift experience.

If you meet the criteria outlined above, we encourage you to apply. To apply online, please visit <http://www.rumsey.com/page/rumsey-online-employment-application> to complete our employment application.

Rumsey Electric Company is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status, or any other legally recognized status entitled to protection under the applicable federal, state, or local laws.