



<https://kingdommaintenance.co.uk/job/trade-centre-assistant-vacancy/>

Trade Centre Assistant

Description

KM Trade Centre has an exciting opportunity for a Trade Counter Assistant to join an inclusive and welcoming team. This full-time role is based in Kirkcaldy.

As a Trade Counter Assistant, you will be providing support to the Trade Counter Manager in the day to day running of the trade counter and dealing with customers and suppliers face to face or over the telephone.

In your first few weeks in this Trade Counter Assistant role, you can expect to:

- Contribute to sales targets and KPIs and ensure customers are served efficiently and correctly
- Provide courteous service and expert advice to customers
- Conduct inventory checks, placing stock orders, and replenishing shelf stock
- Receive goods in and maintain a professional relationship with drivers.

Responsibilities

To apply for this Trade Counter Assistant role, you will need experience working in a trade, warehouse or retail operations environment. You will also require the following:

- Computer/keyboard skills and ability to learn sales and ordering systems operation
- Good verbal communication skills
- Ability to build relationships
- Good team working skills.
- Full clean driving licence

Contacts

If you are interested, please attach a short cover letter and CV.

Alternatively, send your cover letter and CV to info@kmsfife.co.uk with "Job Application" in the subject line and the job you are applying for.

Hiring organisation

Kingdom Maintenance

Employment Type

Full-time

Beginning of employment

Immediate

Job Location

Spectrum House, Merchant Place,
Mitchelston Industrial Estate, KY1
3NJ, Kirkcaldy, Fife, Scotland