



Sales Assistant Showroom/Shop

Blanchard Building Supplies, is Alderney's leading builders' merchant and supplier of homewares, gardening supplies and fuel. Blanchard forms part of the NP Group which is a locally owned group of businesses operating across the Channel Islands. This is an exciting time for the Group, as we heavily invest in our employees, with a culture of continuous development and the goal to become 'the employer of choice'.

We are looking for a motivated and committed individual, who is flexible, with a professional approach to customer service, to join our Showroom team, as a Sales Assistant.

The key responsibilities include, but are not limited to:

- Working within a small team to build and maintain profitable customer relationships, driving sales, and seeking new business opportunities with new and existing customers
- Assisting with the day-to-day operations in the Showroom department both over the phone and in person
- Greeting customers and assisting, recommending products & offers and referring to experts when required
- Handling and resolving basic complaints
- Providing customers with product information by staying informed on the latest industry trends
- Processing orders and working with other departments to schedule delivery and redelivery
- Ensuring procedures included within the Group Health & Safety Policy are always adhered to
- Escalating critical issues to management and other duties as assigned

Key skills we will be looking for include:

- Sales and customer service experience or ability and willingness to learn
- Ability to multi-task, prioritise and work well under pressure
- Basic commercial awareness
- Excellent verbal, written communication and listening skills
- Ability to work within a team environment
- Works in a professional manner
- Proficiency in Microsoft Office and general IT literacy
- Organised with a high level of accuracy and attention to detail

This is a permanent position with an ever-improving benefits package including holiday allowance, competitive salary, health insurance, employee discount, pension, employee assistance programme, training and development opportunities and more.

To apply, please email humanresources@np-group.com