Counter Sales Associate Job Description

Circle Supply is seeking a *full-time* Counter Sales Associate for its Rensselaer location. The candidate must possess **many** of the following credentials:

* Customer service experience
* Team work experience
* Plumbing, electrical, heating, or cooling experience
* Willingness to learn
* Problem solving skills

The candidate’s daily tasks will include but are not limited to the following:

* Welcomes customers by greeting them; offering them assistance
* Processes payments using point of sale system
* Answers customer questions and offering advice
* Deliver supplies to customers
* Verifies inventory received is correct and undamaged
* Fills shelves with recently received inventory
* Operates pipe threading machines to fulfill customer orders

Circle Supply is a family-owned plumbing, electrical, heating, and cooling supply store with locations in Frankfort and Rensselaer, Indiana. We take pride in offering our customers exceptional service and offering our employees a family-oriented environment.

Pay for this position varies upon qualifications and experience. If you have any questions, please call us at (219) 866-8141 or email us [circlesupplyinc@gmail.com](mailto:circlesupplyinc@gmail.com). If you feel like this job would be a good fit, please submit your resume and your completed application through our web portal.