



KELLY BROS.

LUMBER + DESIGN CO. | EST. 1947

Kelly Bros. in Covington, Kentucky is looking for a full-time Sales Associate. In addition to competitive pay (with an opportunity for overtime), we offer an excellent benefits package including health and dental insurance, 401K, Short and Long Term Disability.

Who We Are:

For over 70 years, we've been providing professional service and quality products for home renovation, remodeling, and new home construction in the Northern Kentucky and Greater Cincinnati area.

As a family owned business, our main focus has always been being the best building supply company in the industry with exceptional customer service, knowledgeable personnel and quality materials at competitive pricing.

As a Sales Associate, you will have the opportunity to:

- Promotes and sells product, services and/or related accessories through suggestive sales techniques to meet and surpass profitability goals.
- Answers customer inquiries; provides price quotes as requested and directs customers to the location of the desired merchandise.
- Receives customer inquiries, and performs follow up procedures to include new product information, and receiving feedback regarding company products and services.
- Answers incoming sales calls via telephone, written inquiries and facsimile requests.
- Builds and maintains an understanding of the stores products and price information to assist with customer purchases.
- Assists in unloading and examining incoming stock/equipment and maintaining an adequate stock level.
- Performs all follow ups regarding shortages, vendor returns, damaged items and discrepancies with vendor and maintains related documentation.
- Maintains an organized and updated filing system for purchases, vendors and inventories.
- Receives and accurately processes payments for purchases.
- Processes all paperwork for orders to include sales contracts, prints and related documentation.
- Prepares customer order from picking tickets to include: pulling merchandise from stock and moving heavy loads by operating a hand truck.
- Works Home Shows and Model Home Special Events as required etc.

Experience and Education Requirements:

- High school diploma or general education degree (GED); or equivalent combination of education and experience.

Please go to www.kellybros.com to fill out application online or print out and fax back to 859-655-8135. Or pick up an application at our facility at 3502 Latonia Ave Covington KY 41015.

If you have any question, contact is Gary Scroggins at 859-581-0400.

Kelly Bros. is a Drug Free Employer and requires Pre-Employment screening.