

Douglas & Son, Inc.

INSIDE SALES

This position reports directly to the store manager. Varied responsibilities include:

- Being aware of company Mission Statement and adhering to its principles daily
- Greeting customers upon arrival
- Assisting customers with recommendations after learning what they are painting
- Calculating quantities needed, color matching, and tinting paint
- Processing orders through our point of sale system
- Answering telephone and preparing orders for pick-up or delivery
- Keeping a neat and well-stocked sales floor
- Keeping tint machines filled and maintained
- Unloading trucks and neatly stacking all pallets when emptied
- Warehousing new shipments of merchandise
- Keeping abreast of new products available
- Light janitor work and maintenance painting as required

All employees have a team responsibility to help maintain a positive working environment and to be alert to learning new information. Our industry is constantly changing and we must all do our best to understand the latest products as they are introduced into the market.