

Kellogg Supply Company, Inc.

917 Burnside Road, Manteo, NC 27954

252-473-2167 phone

252-473-5870 fax

Paint Specialist

Position Title: Paint Specialist

Employee Classification: Hourly + Possible Commission

Supervised By: Store Manager

Primary Responsibility:

Point of customer contact for paint sales and customer paint needs.

Job Duties/Responsibilities

- Color match and mix paint
- Provide quotes and professional and courteous sales support to customers
- Work closely with the other Kellogg Supply employees to provide the best possible customer service
- Receive customer inquiries related to pricing, availability, delivery, back orders, returns, credits and orders
- Perform basic account maintenance and works to build relationships with existing and new customers
- Order stock and specialty paint and paint materials for customer special orders
- Assist in daily store opening and closing procedures
- Actively engage in increasing knowledge of industry, products, customers and sales techniques
- All other job-related activities assigned by Supervisor

Experience/Skills:

- Knowledge of paint, paint processes and application necessary
- Knowledge of building products and how they are sold. Detailed knowledge of specific product area is a plus (i.e. windows, doors, decking, framing material)
- Understanding of company pricing, discounts and estimating formulas and guidelines
- Strong interpersonal and customer relations skills
- Strong verbal and written communication skills

- Ability to multi-task and prioritize in a fast paced environment
- Ability to organize work and meet tight deadlines
- Strong attention to detail and follow-through
- Basic math and measurement skills
- Proficient in Microsoft Office Products
- Proficient with POS systems (building supply specific a plus)

Minimum Requirements:

- High School Diploma or equivalent
- 2-5 years of related experience
- Valid driver’s license

Work Environment:

Kellogg Supply Company is an independently owned and operated building supply company. We strive to provide the best possible service for our customers, while maintaining a safe, rewarding, and fun work environment for our employees. This position will primarily consist of an office and customer worksite environment.

Salary	Experience Related
Career Level Required	Experienced (Non-Manager)
Experience Required	2+ to 5 Years
Education Required	
Job Type	Employee
Job Status	Full Time

Contact Information

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