

Job Title: Sales Representative
Location: Norton, Massachusetts
Employment Type: Full-Time



Old Station Outdoor & Landscape Supply is a leading provider of high-quality outdoor and landscape supplies for commercial and residential customers. With a broad selection of products and a commitment to exceptional customer service, we have become a trusted name in the industry. We value our employees and encourage career development and enhancement within our growing company.

Job Summary

We are seeking a motivated and bilingual (English and Portuguese) Salesperson to join our team. The ideal candidate will assist customers in selecting products, build strong client relationships, and contribute to our company's continued success. This role requires strong organizational skills, attention to detail with paperwork, and the ability to follow and implement procedures effectively. Experience in hardscape or outdoor supplies is preferred but not required—we're willing to train the right person!

Key Responsibilities

- Welcome and assist customers with product selection and provide expert advice.
- Build and maintain relationships with a diverse customer base, including homeowners and contractors.
- Respond promptly and professionally to customer inquiries and complaints, resolving issues with a solution-focused mindset.
- Identify and pursue new business opportunities through lead generation and networking.
- Process quotes, sales orders, and payments accurately, maintaining organized records.
- Follow and enforce company procedures to ensure efficient operations.
- Maintain a clean and organized sales area, updating product displays as needed.
- Meet or exceed sales targets through proactive customer engagement.
- Lead by example, embodying company values of integrity, quality, and excellence.
- Demonstrate a commitment to continuous learning and skill development, being receptive to feedback.

Qualifications

- Fluency in English and Portuguese is required; Spanish is highly encouraged.
- Previous experience in landscaping, construction, or outdoor supplies is preferred but not mandatory.
- Strong communication and interpersonal skills.
- Excellent organizational skills with attention to detail, particularly in managing paperwork.
- Ability to follow and implement procedures consistently.
- Self-motivated and customer-focused, with a problem-solving mindset.
- Basic computer proficiency, including outlook and POS software.

Work Schedule

- Monday through Friday: 7:00 AM – 5:00 PM
- Alternating Saturdays: 7:00 AM – 12:00 PM

What We Offer

- Competitive base pay with opportunities for overtime and commissions.
- 2 weeks paid vacation annually (not during blackout dates from April to October).
- 5 sick days annually.
- Paid holidays: New Year's Day, Labor Day, Independence Day, Memorial Day, Thanksgiving Day, and Christmas Day.
- Health insurance: 60% employer-paid.
- Simple IRA retirement plan: 3% employer match.
- Employee discounts on products and services.
- Comprehensive training on products and sales techniques.
- Career development and growth opportunities within the company.
- A supportive and collaborative team environment.

Disclaimer: The details outlined in this job description are intended to provide a general overview of the position. They are not exhaustive and may be subject to change based on the needs of the company.

To Apply: Submit your resume and a brief cover letter to melissa@oldstationsupply.com explaining your interest in the position and relevant experience.