



Position: Material Loader-Yard/Counter Sales Building Materials

Location: Indio/Thousand Palms

Schedule: Full-time (30+ hours/week, but considered fulltime for benefits, etc)

Pay/Benefits: \$9-\$11/hour (plus full benefits)

Job Purpose:

Company is looking for a part-time material loader /counter/sales/customer service person for building material company. Must be able to effectively interact with customers, Bilingual Spanish, have some forklift experience, data entry/computer experience and excellent phone skills. Experience handling cash/credit card transactions and opening/closing-out cash drawers helpful, but not required.

Duties (inside store (counter sales) & outside (material loader)):

- * Welcomes customers by greeting them; offering them assistance.
- * Directs customers by escorting them to around the showroom and building material yard; suggesting items.
- * Advises customers by providing information on products.
- * Documents sale by creating or updating customer profile records.
- * Processes payments by totaling purchases; processing checks, cash, and credit cards.
- * Inspects equipment which includes fluid levels, tires, gauges, lights, etc.
- * Driving many types of equipment, i.e.; forklifts skip loaders, and small trucks.
- * Loads and unloads the firewood trucks.
- * Stacks and palletizes the firewood.
- * Receive materials off of truck, signs for goods received and verify receipts.
- * Loads and stacks brick, block, cement, railroad ties, stepping stones, car stops, five (5) gallon containers, storage boxes, pipe, steel, and any other products sold.

Company Background:

Since 1961 we offered wide variety of building materials. In our 5 locations you will find brick, block, tile, sand, gravel, cement, steel, stone, firewood, BBQs, tools, pre-cast products, protective coating systems and ready mix concrete. Every location has a contractor, retail and rental sales counter, each with its own unique character.

If you would like to apply to this position, please contact your Applicant Coordinator at:

Last name begins with A-K: 916-854-3881

Last name begins with L-Z: 916-854-3882