



<https://titanexecutivesearch.com/job/customer-service-front-counter-sales-assistant-2/>

Customer Service / Front Counter Sales Assistant

Description

GREAT OPPORTUNITY!

Our client has an immediate opening for a Customer Service / Front Counter Sales Assistant

Our client has been in business for over 25+ years and is a staple, local and community-involved company in the SLC area. They sell/distribute a variety of cleaning and sanitation products through their store/warehouse location and boasts long term tenure with almost every position in the company. Business and Residential customers are coming in and out of their store/warehouse all throughout the day and they are in need of a friendly, positive, hard-working and reliable Customer Service / Front Counter Sales Assistant to greet and assist customer as they come in person, call by phone and through email. You will be their first contact and will assist them in locating the right products for them and their business and then entering that order into the system.

Schedule: Monday – Friday

If you feel you are the right fit for this great opportunity then we want to hear from you today!

Veterans Welcome!

PRIMARY RESPONSIBILITIES:

- Greet customers warmly with a bright smile and welcoming attitude that shows appreciation for their business.
- Communicate clearly professionally and concisely with Customers
- Provide product and solution consulting to Customers
- Assist both walk-in customers and call-in Customers with inquiries and orders
- Work politely and efficiently to process multiple customer transactions as quickly and carefully as possible
- Pick customer's orders and carry out to customer vehicle as needed
- Restock product in the store front.
- Assist with occasional building cleaning and maintenance
- Work as a team-player and support the team to "get the job done" whatever that job may be

Qualifications:

- Experience in Customer service important
- Experience in computer order entry important
- A great attitude, work ethic, attention-to-detail, and impeccable integrity are also required
- High School diploma helpful
- Spanish language ability is a huge plus

Hiring organization

Titan Executive Search

Employment Type

Full-time

Industry

Janitorial Supply

Job Location

Salt Lake City, UT, USA

Base Salary

\$ 17 - \$ 19

Date posted

December 5, 2025

What We Offer:

- Pay: \$17.00 – \$19.00 per hour
- Full Time Company Benefits (Health, Dental, 401k matching, PTO & more)
- Collaborative, positive and supportive work environment