



DISTRIBUTOR CORPORATION OF NEW ENGLAND

767 Eastern Avenue • P.O. Box 397 • Malden, MA 02148
Tel: 781.322.8800 • www.dcne.com

PARTS COUNTER SALES REPRESENTATIVES

DCNE, New England's Carrier HVAC distributor is seeking full-time Parts Counter Sales Representatives to join its expanding Parts/Supplies Division. Current openings are for our branches in Avon and Westwood, MA, and Cranston, RI locations.

Applicants must be computer proficient, have excellent customer service skills, attention to detail and good written/verbal communication skills to assist walk-in customers as well as phone orders. *Industry experience preferred but will train.*

Competitive salary and full benefit package offered. Overtime offered for all members of the division during busy seasons, and half-day Saturday openings for Westwood, MA and Cranston, RI branches.

This position is primarily responsible to assist the Branch Manager in all aspects of sales and operations of the branch and to always protect company assets and interests.

- Assist customers with parts and equipment inquiries by phone and in-person.
- Process orders and follow through with pending orders.
- Assist customers with various product related inquiries.
- Assist customers with ordering online ordering on e-Commerce platform.
- Assist customers with warranty claims.
- Assist customers with various sales and marketing promotions.
- Provide accurate assistance in a friendly manner.
- Assist in stocking of shelves in showroom and warehouse.
- Assist customers with the loading & unloading of customer vehicle, if necessary, as well assisting freight carriers with outbound orders.
- Maintain general cleanliness of workstation and branch.

Please email a copy of your resume to Rebecca Noone at rnoone@dcne.com

BRANCH LOCATIONS

WESTWOOD, MA

384 UNIVERSITY AVENUE
1.800.959.7278

PLYMOUTH, MA

22 MARY B. LANE
1.855.710.3385

CRANSTON, RI

999 PONTIAC AVENUE
1.800.447.9058

SALEM, NH

7 RAYMOND AVENUE
BLDG. D, UNIT 3
1.800.288.3621

WESTBROOK, ME

4 THOMAS DRIVE
UNIT 1
1.800.266.4321