

POSITION: INSIDE SALES

POSITION SUMMARY: RESPONSIBLE FOR ALL ASPECTS OF SALES IN STORE / YARD

ORGANIZATION POSITION: REPORTS TO THE STORE SUPERVISOR

RESPONSIBILITIES & DUTIES:

- All facets of contractor and consumer sales, including quotes, invoices, customer service, and complaints.
- Responsible for prompt attention, courteous service, and follow through with customers and outside sales reps in store first, on telephone second, and other duties third.
- Schedule and coordinate deliveries with operations.
- Track status of special orders to ensure timely delivery to customers
- To conduct yourself in a professional manner.
- Correct cash register operations.
- Proper, accurate, and prompt flow of all pertinent paperwork.
- To follow through on commitments.
- Obtain and maintain a well-rounded knowledge of building materials, including new products.
- To be aware of stock status conditions at all times, stock shelves and set up displays as assigned.
- To suggest new items and replacements of those items which do not sell.
- To assist fellow workers when necessary.
- To keep a neat and orderly sales area.
- Other duties as assigned.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and move about all areas of the store and yard for extended periods of time. May be required to ascend and descend stairs, to assist customers in manually loading and unloading material from storage areas inside and outside of the store. Must be able to communicate clearly, use hands to write, to operate a computer and printer and use telephone communication devices. The employee may be required to regularly lift and/or move up to 65 pounds and occasionally up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.