

GILBERTSVILLE

1200 East Philadelphia Ave.
(610) 367-2036
(610) 367-1880 Fax

POTTSTOWN

300 Armand Hammer Blvd.
(610) 327-1120
(610) 327-1517 Fax

**BETHLEHEM**

4514 Easton Ave.
(610) 868-2010
(610) 868-3161 Fax

KUTZTOWN

80 Willow St.
(610) 683-7391
(610) 683-3031 Fax

2/13/2018

Job Title: Outside Sales Representative

Department:

Reports To:

FLSA Status: Non-Exempt

Employment Type: Full-Time

Hours: 7:00-4:30, (possibly every other Saturday in store 7:00-12:00)

Summary: The Outside Sales Representative is responsible for finding sales opportunities and increasing sales with local contractors. Outside Sales will work to grow the business by contacting customers, seeking new customers, making calls, visiting job sites. This position is expected to have excellent communication skills and follow through on commitments. Inside counter sales will also be a portion of this role.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Create new Customer Relationships
- Maintain strong relationship and service for existing customers
- Sell Lumber and Building Materials
- Create materials estimates
- Read blueprints
- Travel to job sites
- Build strong Vendor relationships
- Load and unload lumber and building materials
- Work with sales and management to create and maintain best practices
- Follow up with customers to ensure projects are taken care of timely and efficiently
- Handle customer sales at the retail store.
- Meet twice monthly with management to review sales call progress

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies.

- Ability to maintain and grow customer base through prospecting, development, quoting, and follow-up.
- Ability to read blue prints and prepare a material take-off list.

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- Ability to lift building materials.
- Ability to apply common sense understanding to carry out instructions.
- Ability to manage time with multiple priorities
- Self-motivation
- Product and building industry knowledge
- Excellent interpersonal communication skills
- Accuracy and attention to detail

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:**Language Skills:**

Mathematical Skills: Able to perform simple math (addition, subtraction, multiplication, division and board footage.)

Reasoning Ability: Common sense reasoning. Creative thinking. Problem resolution.

Computer Skills: Competent in Microsoft office Word, Excel, Outlook

Certificates, Licenses, Registrations: Valid driver's license required

Other Qualifications:**Physical Demands:**

Stand/walk for duration of work hours

Lift/Carry or maneuver heavy material (up to 100lbs)

Occasional Snow Shoveling

Work Environment: This position will have employees working in and outside of the office environment. The individual will be exposed to elements including heat and cold when out on job sites.