

# Kellogg Supply Company, Inc.

## Lumber/Building Materials Yard-Outdoor Customer Service

### (Kill Devil Hills Location)

**Position Title:** Yard Customer Service

**Employee Classification:** Hourly based on Experience

**Supervised By:** Store Management

#### **Primary Responsibility:**

Provides outstanding customer service. Load and deliver lumber, building products and other materials sold. Maintain a clean and safe work environment.

#### **Job Duties/Responsibilities:**

- Quickly and efficiently load customer tickets and orders.
- Deliver materials as needed.
- Put away stock
- Clean and organize materials and work environment.
- Assist in daily store opening and closing procedures
- Actively engage in increasing knowledge of industry, products, customers and sales techniques
- All other job-related activities assigned by Supervisor

#### **Experience/Skills:**

- Outstanding customer service skills
- Computer literacy
- Knowledge of building products and how they are sold. Detailed knowledge of specific product area is a plus (i.e. windows, doors, decking, framing material)
- Strong interpersonal and customer relations skills
- Strong verbal and written communication skills
- Ability to multi-task and prioritize in a fast paced environment
- Strong attention to detail and follow-through
- Basic math and measurement skills
- Proficient with POS systems (building supply specific a plus)

#### **Minimum Requirements:**

- High School Diploma or equivalent
- Building products knowledge and/or sales experience
- Ability to handle and maneuver stock and deliveries weighing up to 60lbs.
- Ability to stand and be mobile for prolonged periods

#### **Work Environment:**

Kellogg Supply Company is an independently owned and operated building supply company. We strive to provide the best possible service for our customers, while maintaining a safe, rewarding, and fun work

environment for our employees. This position will primarily consist of a lumber yard environment.

Salary	Experience Related
Career Level Required	Experienced (Non-Manager)
Experience Required	
Education Required	
Job Type	Employee
Job Status	Full Time or Part Time

### **Contact Information**

#### **Steve Garza**

Phone : 252 441 4324

Fax : 252 441 3622

Email : [steveg@kelloggsupplyco.com](mailto:steveg@kelloggsupplyco.com)