

# Kellogg Supply Company, Inc.

917 Burnside Road, Manteo, NC 27954

252-473-2167 phone

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## Lumber/Building Materials Inside Sales Representative

**Position Title:** Lumber/Building Materials Inside Sales Representative

**Employee Classification:** Salary + Possible Commission

**Supervised By:** Sales Manager

### Primary Responsibility:

Provides professional sales support and outstanding customer service under limited direction and supervision.

### Job Duties/Responsibilities:

- Provide quotes and professional and courteous sales support to customers
- Work closely with the other Kellogg Supply employees to provide the best possible customer service
- Enter accurate and timely orders and quotes into the computer system
- Receive customer inquiries related to pricing, availability, delivery, back orders, returns, credits and orders
- Perform basic account maintenance and works to build relationships with existing and new customers
- Perform basic material take-offs from blueprints or construction drawings
- Purchase non-stock material for customer special orders
- 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:

- 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)
- Understanding of company pricing, discounts and estimating formulas and guidelines
- Strong interpersonal and customer relations skills

- Strong verbal and written communication skills
- Ability to multi-task and prioritize in a fast paced environment
- Ability to organize work and meet tight deadlines
- Strong attention to detail and follow-through
- Basic math and measurement skills
- Proficient in Microsoft Office Products
- Proficient with POS systems (building supply specific a plus)

**Minimum Requirements:**

- High School Diploma or equivalent
- 2-5 years Building Products sales experience
- Bachelors degree in Sales or a related field (or equivalent combination of education and experience)
- Valid drivers license

**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 an office and customer worksite environment.

Salary	Experience Related
Career Level Required	Experienced (Non-Manager)
Experience Required	2+ to 5 Years
Education Required	
Job Type	Employee
Job Status	Full Time

**Contact Information**

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