

Kellogg Supply Company, Inc.

917 Burnside Road, Manteo, NC 27954
252-473-2167 phone
252-473-5870 fax

Lumber/Building Materials Outside Sales Representative

Date Position Open: 03/08/12

Position Title: Lumber/Building Materials Outside Sales Representative

Employee Classification: Salary + Commission, Possible Housing Arrangements

Supervised By: Sales Manager

Primary Responsibility:

Provides professional sales support and customer service to assigned accounts. Under limited direction and supervision, should also actively seek out new customers and business and build solid relationships with all customers.

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
- Identify and call on new customers
- 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
- Valid driver's 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	USD 40000 - 50000 Per Year
Career Level Required	Experienced (Non-Manager)
Experience Required	2+ to 5 Years
Education Required	
Job Type	Employee
Job Status	Full Time

Contact Information

Phone :

Fax :

Email : amys@kelloggsupplyco.com