



JOB DESCRIPTION

TITLE: Contractor Salesperson
STATUS: Non-Exempt, Hourly
REPORTS TO: Sales Manager
DEPARTMENT: Sales

GENERAL PURPOSE

This position focuses on providing outstanding customer service to building contractors and customers alike. Duties may include but are not limited to; developing material lists from construction plans, providing materials quotes, writing and tracking customer orders and deliveries until completion, processing special orders for products not available in the store, giving accurate and professional advice to customers, and updating customer information when needed.

Work hours: Typical weekly 40-hour shifts may include: Weekday hours between 7:00-5:00 pm, SAT 8:00-4:00 pm

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides outstanding customer service to contractors and customers; maintains ongoing relationships with building contractors.
- Stays current on building material trends and building codes in order to provide accurate materials list and quote information.
- Follows all safety rules and protocols and maintains clean work environment.

OTHER DUTIES

- Assists in the training of other employees as needed.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education, Experience and Licensing

- High School diploma, GED or equivalent. Some post-secondary education (college, trade or on-the-job).
- Safe and incident-free driving record with a valid Washington State license.
- Ability to pass a pre-employment drug screening and future random screenings.

Knowledge, Skills and Abilities

- Computer skills: able to work at a desktop workstation typing in orders and quotes, ability to learn Point of Sale order entry system
- Basic understanding of construction methods, codes and materials used in our area
- Initiative to work with little supervision
- Outgoing personality focused on customer service and problem-solving
- Math skills sufficient to calculate area, volume, quantities
- High level of social maturity and respect, as well as integrity and honesty

Preferred qualifications:

- Ability to read blueprints and develop material lists from plans
- Experience in retail/wholesale lumber and building materials sales
- Prior sales experience with track record of sales success
- Existing customer relationships, particularly with contractors in our area
- Knowledge of locations and geography of Whatcom County
- Knowledge of building codes, practices, and building materials
- Prior construction experience

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee regularly moves throughout the store facility and lumber yard working with customers. May be required to lift and/or move 25-50 pounds occasionally. While performing the duties of this job, the employee is frequently required to stand for long periods of time.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.