



***“Tough Bidders”
“Great Builders”***

Lumber One Cold Spring

*PO Box 395 Cold Spring, MN 56320
(320) 685 - 3631 www.lumber-one.com*

POSITION: **Material Sales Representative**

REPORTS TO: Sales Manager

DEPARTMENT: Sales

POSITION OVERVIEW:

A Lumber One ***“Material Sale Representative”*** is responsible for fostering relationships with the building community to increase growth and profitability of Lumber One.

KEY RESPONSIBILITIES:

A ***“Material Sales Representative”*** is responsible for developing relationships and growing sales with home builders, remodelers, roofing and siding contractors, developers in multi-family/light commercial, specialty contractors and home owners at an acceptable gross profit margin.

JOB TASKS:

1. Ability to read and interpret working drawings and blue prints.
2. Working knowledge and ability to promote building materials and products.
3. Ability to manage multiple customer account's daily material sale needs and credit returns.
4. Provide excellent customer service, communication, and decision making on a daily basis.
5. Maintain excellent organization of customer files, documentation, and correspondence.
6. Help monitor and assist in the collection of unpaid accounts.
7. Assist at Home Shows, Tour of Homes and similar events when asked to attend.
8. Help with Show Room layout & design to provide aesthetically pleasing atmosphere.
9. Help create initiatives for keeping Lumber One at the forefront in the industry
10. Create a healthy workplace thru a positive attitude and work ethic.
11. Maintain sales prospects report, recording sales goals, and new customer progress reporting.
12. Make job site visits and customer visits regularly and at the customer's convenience

OTHER REQUIREMENTS:

1. Be involved networking with local associations such as CMBA, Chamber of Commerce and other civic and trade groups.
2. Perform other duties as directed by the manager
3. Attention to detail