



Job Title: Inside Sales Representative

Immediate Supervisor: Branch General Manager

Basic Function: Help walk-in customers and maintain a book of business

Job Description:

An inside sales rep will play a fundamental role in achieving our ambitious customer acquisition and revenue growth objectives. This person must be comfortable making dozens of calls per day, working with vendor partners, generating interest, qualifying prospects, and closing sales. The candidate will interact professionally with our valued customers to service their needs and better explain our products through a vast product knowledge. Our Inside Sales Reps are part of a team and must be able to effectively perform as such through delegation and taking on other responsibility should the need arise.

Position Responsibilities:

- Understand customer needs and requirements
- Manage book of business and service current customers
- Explain products to contractors as well as the end users (homeowners)
- Use resources available to research products and suggest alternatives if available that fit customers' needs
- Maintain active line of communication through multiple channels with customers and vendor partners
- Follow up on leads that are delegated to you by management either through email, phone or in person
- Meet with prospective clients in Branches to discuss future projects
- Attend ALL sales meetings
- Perform other duties as designated by supervisor
- Do everything possible to make the customer experience exceptional
 - Even if you cannot help them right now remember that they will have another project and you want them to come to you first for help and products

Education:

- High School Diploma or Equivalent

Experience:

- Previous sales experience required
- Previous industry experience a plus

Skills, Knowledge & Abilities:

- Be reliable and have a good positive attitude towards customers and other team members
- Must have good interpersonal skills
- Obey all company policies, procedures and/or guidelines
- Must comply with all OSHA regulations, procedures, and guidelines
- Must be proficient in Office 365
- Must be able to pass random drug tests and background checks
- Must be willing to learn as our industry and products are always evolving
- Building material knowledge is a plus

Physical Demands:

- Must pass drug test and background check.

Environment and Physical Working Conditions:

- Office work with controlled temperature conditions

License or Certification: None

Special Requirements: None